

# Reception desk

## What's in it for me?

- Like meeting people?
- Enjoy helping others?
- Want to be more involved with the organisation?

## Commitment

One morning 9.30 – 1.15 or afternoon 1.00 – 5.00 each week in term time **or** be willing to cover for absence at short notice

## What's involved

- Welcoming visitors
- Welcoming and providing information to prospective members
- Answering members' queries
- Helping tutors with photocopying
- Providing general help around the premises
- Providing guidance on the U3AC website

## Quote from a current volunteer

*I particularly enjoy meeting, greeting and helping members, juggling a variety of tasks and being part of a team.*

**Contact the Office now to volunteer: [office@u3ac.org.uk](mailto:office@u3ac.org.uk)**