



Receptionist

About this opportunity

We are looking to recruit enthusiastic and reliable people to help us make a difference. This role is offered to Buddhists and non-Buddhists alike. In this role, you will:

- Meet and greet visitors at the centre in a welcome and friendly way and direct them to the right location
- Take donations for classes and events and sign people up to the newsletter as appropriate
- Answer the phone
- Keep reception area neat and tidy and provide a professional working environment
- Create systems to identify help for visitors, such as name badges
- Provide general admin support as required

You may also wish to combine this with helping in the shop or the cafe if needed.

About us

Jamyang Buddhist Centre Leeds is an organisation devoted to the study and promotion of wellbeing, meditation and public benefit, in accordance with Buddhist principles, and the preservation of the Buddhist Mahayana tradition throughout the North of England and elsewhere. We honour the work of his Holiness the Dalai Lama and are affiliated to the Foundation for the Preservation of the Mahayana tradition. We moved to Holbeck in April 2019 and we are now looking for volunteers to help us grow the Centre.

Practical considerations

You will volunteer within the Admin Team.

The amount of time given can be arranged depending on your availability and can vary from a few hours to one or two days a week. Full training will be available and support given by the Operations Manager. You will volunteer at our centre in Holbeck. Travel expenses to be agreed.

<i>Skills gained</i>	<i>Skills & qualities required</i>
<ul style="list-style-type: none">• Teamwork• Organisational skills• Time management	<ul style="list-style-type: none">• Customer service skills• Basic office admin skills• Verbal Communication skills• Polite and friendly approach• Willingness to help

Benefits

As well as the opportunity to meet new people and make friends, this opportunity will help you develop your skills. It's a great way to have fun and make a difference and help your community. You will also be able to benefit from our Volunteers' Programme.

To Apply

if you are interested in this role, please check out the application guide on the website and complete the e-application form. Alternatively, you can contact us on:



smile@jamyangleeds.co.uk



0113 3452626



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