



Behavior & Training Reception Desk:

This job works with the B&T Administrative Coordinator to perform reception desk functions.

Time Commitment

- 2-6 hour weekly on a regular basis; prefer Tuesday, Wednesday, or Saturday

Qualifications

- Currently volunteering in the Behavior & Training Department & knowledge of Marin Humane helpful, but not required
- Excellent customer service skills
- Ability to handle a busy environment with grace and aplomb
- Microsoft Office and general technology comfort
- QuickBooks, Quicken, Excel knowledge is helpful

Duties

- Answer telephone and direct clients to best B&T solution
- Register clients in events and accept payment
- Staff support as needed
- Prepare materials for classes and other events
- **BEST PART OF JOB - Hanging out with dogs at your desk**

Training will be provided:

- Telephone, credit card terminal, Microsoft Outlook calendaring, B&T Event Registration system