



ON WITH LIFE
BRAIN INJURY + STROKE + NEURO

FRONT DESK VOLUNTEER (Ankeny Campus)

On With Life is a not-for-profit organization based in Iowa and known throughout the nation as experts in brain injury, stroke and neuro rehabilitation. Since opening in 1991, On With Life has expanded from a single inpatient program to seven programs across multiple campuses throughout Iowa, serving more than 1,000 individuals and their families per year.

On With Life's Ankeny Outpatient Program is looking for volunteers to assist with front desk duties from late February to May 2023. A front desk volunteer is often the first point of contact that a caller or visitor has with the organization. As such, front desk volunteers will demonstrate a warm, professional and helpful attitude.

Volunteer Responsibilities:

- Answer the phone. Respond and/or take messages as needed.
- Greet visitors. Help guests check in/screen in.
- Direct visitors, as needed.
- Help staff with administrative tasks, as needed.
- Be familiar with On With Life programs and services.

Time Commitment:

- At least one day a week, Monday through Friday, from 9am – 2pm. Schedule is flexible and can be split into mornings or afternoons if needed.
- Assistance is needed from late February through May 2023. Potential to continue volunteering on a reduced basis afterward.

Qualifications:

- Willing to undergo application and volunteer screening process, including a background check. Willing to meet COVID vaccination and/or testing requirements.
- Strong interpersonal/human relations skills.
- Strong written and verbal communications skills.
- Ability to manage potential confidential information and multiple demands.
- Preferred experience working with persons with disabilities.