

## Volunteer Receptionist

- Do you want to help make a difference to the lives of our dDeaf community?
- Got a few hours to spare each week?
- If so please contact us for more information.....



We currently have a vacancy for a Volunteer Receptionist mainly on Mondays but additional days also needed between the hours of 9.30am – 2.30pm.

- Must have knowledge of BSL
- Answer Telephone and provide information.
- Deal with Enquiries/ send out information.
- Filing/Photocopying.
- Face to Face enquiries from BSL users.
- Opportunity to practice your signing skills by interacting with the dDeaf community.
- Out of pocket expenses met.

dDeaflinks Staffordshire

The Ellis Centre, Wellesley Street, Shelton, Stoke on Trent, ST1 4NF.

Contact ; Ruth Woodcock 01782 219161

During office hours: 9.30–2.30pm

E-Mail : [admin@deaflinks.co.uk](mailto:admin@deaflinks.co.uk)