

Volunteer Receptionist



Pendleside Hospice is one of the principal providers of palliative and end of life care services to adults in Burnley and Pendle and is held in deep affection by the local community. All our care is free of charge to our patients and their families and carers but, of course, it isn't free to provide and most of it is funded through the generosity of the local community in which we serve.

In the current year, it will cost over £5.5 million to run Pendleside Hospice, of which over £4.7 million will need to be raised through voluntary donations.

THE ROLE OF A RECEPTIONIST

You are often the first person that a visitor sees as they enter the Hospice so first impressions are important. The role of a volunteer receptionist is diverse with every day being different. Some of the day to day duties include greeting visitors, ensuring visitors sign in and out, dealing with donations, franking post, taking calls, and general admin duties.

THE PERFECT PERSON WILL ...



There are many benefits to volunteering including building new friendships, social events, gaining work experience, providing much needed support and of course contributing to an amazing cause! Volunteering is rewarding, enjoyable and a worthwhile way to spend your free time.

For more information you can contact Lisa Clarke, Volunteer Coordinator on 01282 440159 email lisa.clarke@pendleside.org.uk

