



Rural Frontenac Community Services

Part time Summer Student for Reception

Rural Frontenac Community Services is a multi service hub located in Sharbot Lake. We provide a range of services from licensed daycare, EarlyON, family Counselling, youth services, transportation and seniors programs.

We are seeking a summer student to cover reception at our Adult Centre, 1109 Garrett Street.

Position: Part time contract

Rate: \$17.34

Hours: 7 hour a day with a ½ hour unpaid lunch break

Dates:

July 23 to July 27

July 30 to August 4

July 9 and 10, 16 and 17, 23 and 24 and 30 and 31

August 5 to August 8

August 11 to 15

August 18 to 22

1. To cover reception at the front office
 - Assist walk-in clients
 - Receive clients for staff and tenants
 - Answer phones
 - Maintain reception area – update posted flyers and keep area tidy
2. Administration
 - Assist staff and clients with copying, faxing and scanning documents
 - Assist with mail outs and billing when needed
 - Assist with Public Relations – slide show at reception
 - Other administrative functions as required

Qualifications:

- Experience answering phones and customer service
- Ability to multi-task and prioritize
- Confident, positive attitude and eager to learn
- An understanding of confidentiality and privacy legislation
- Computer literate and knowledge of Microsoft office

Please email or drop off a resume and cover letter to Laura at larah@rfcs.ca or drop off to 1109 Garrett Street

RFCS is committed to inclusive recruitment and hiring practices in line with Ontario's Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our goal is to attract, employ, guide and retain a diverse workforce.