



# WECO ACCESSIBILITY SERVICES VOLUNTEER RECEPTIONIST POSITION DESCRIPTION

**Job Title:** WeCo Receptionist (Volunteer)

**Department:** Operations Team

**Reports To:** Director of Operations

**Employment Status:** Volunteer

## JOIN A TEAM THAT MAKES AN ACCESSIBLE DIFFERENCE!

WeCo is a digital service company which helps organizations make websites/software/mobile applications accessible by providing them with direct access to subject matter experts who live with disabilities. We are a company founded and staffed by digital technologists who live with disabilities with a strong outreach to professionals who live with disabilities. WeCo is an equal opportunity employer with a dual mission of helping organizations create accessible digital venues and providing career opportunities to talented professionals who may be overlooked by traditional work environments.

To learn more about WeCo, visit our web site at: [www.theweco.com](http://www.theweco.com) or follow us on Facebook at: WeCo (The Wehrman Collaborative) or on Twitter at: @WeCo5.

## Team Inclusion and Perks

WeCo's teams thrive in a welcoming, truly inclusive, and respectful work environment, for both volunteers and employees. We are made up of individuals that represent a wide variety of backgrounds and disabilities. We value our differences and view them as a skill set in delivering our unique services and mission.

As a WeCo Receptionist Volunteer, you'll:

- Put your skills to use in a growing mission-based company.
- Receive free training on how to work with and assist us, a group of professionals living with disabilities.
- Interact with a wonderful team in a professional office environment.
- Make friends, have fun and be rewarded every day by working with a company, that makes a living by making a difference!

Volunteer Perks include:

- Health Club membership: weight room, extensive aerobic studio, yoga and Pilates studios, indoor/outdoor pool, sauna and steam room.
- Encouragement to take ownership of your role, and pride in your work.
- A level of deep professional trust between coworkers.

## POSITION PURPOSE

The Receptionist is a volunteer role designed to allow the successful candidate to utilize their organization and people skills to assist WeCo in routine onsite office functions.

This role provides the successful applicant an opportunity to assist onsite staff with a variety of duties while working in an environment that models' diversity and inclusivity. The successful candidate will have the opportunity to work alongside a team of seasoned professionals with varied backgrounds and skill sets in an emerging technology field.

## HOURS

The Receptionist role is a part-time, volunteer role at our Minneapolis office.

- Time Commitment: 6-12 hours per week.
- Required core hours: 8:00 a.m. to 2 p.m.
- Required core days: Monday through Thursday.

Hours can be **flexible** with prior notice and may be **shared between multiple volunteers**. (Example: one volunteer may work Monday and Tuesday, another Wednesday and Thursday.)

## POSITION DUTIES

The successful candidate will assist the company with routine office tasks. Duties to include but not limited to:

- Create a welcoming presence at our reception desk.
- Assist with collating, copying, filing, scanning, etc.
- Assemble mailings.
- Maintain stock/inventory of office items.
- Mail out birthday greetings, recognition notifications to Staff, Board and CTCs
- Order meals for meetings and events.
- Set up/take down for staff meetings.
- Set up/take down for company trainings and events.
- Maintain WeCo's office furnishings to ensure that they are kept clean and functional.
- Assist staff with disabilities in meal ordering/pickup and meeting attendance logistics. (Primarily staff who are blind.)

## POSITION REQUIREMENTS

- Enjoys people and being part of a growing team.
- Good verbal and written communication skills.
- Comfortable using a computer and email.
- Able to work well within a team setting.
- Able to work well autonomously.
- Adequate vision to perform tasks that depend upon sight.
- Comfortable working with coworkers who live with disabilities.
- Ability to work at WeCo's Minneapolis office.

## APPLICANT PREFERRED COMPETENCIES

- Prior experience working in an office setting.
- Understanding of copying and scanning machines.
- Knowledge of Microsoft Office.
- Prior experience interacting with people who live with disabilities is helpful but not required.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the volunteer is regularly required to sit, and talk or hear.
- The volunteer is occasionally required to walk, use hands, reach with hands and arms, and stoop, kneel, crouch or crawl.
- The volunteer must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include peripheral vision.
- While performing the duties of this job, the volunteer may be asked to run errands within walking distance.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.

## HOW TO APPLY FOR THIS POSITION

All applicants must **complete a Volunteer Questionnaire:**

<https://wecoadmin.wufoo.com/forms/z1fwdhby14hbb58/>

If you have any questions, please reach out to Kelli Ryan at 855-849-5050 x701