



— Your community partner for responsive, effective and affordable behavioral health care —

**Contact Information:**

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**Telephone Operator Volunteer**

**Description:** Our busy community mental health center needs the support of a volunteer telephone operator during peak business hours. Additional staffing for this nonprofit is not doable during these tough economic times. Help those in need reach professionals that can help.

The volunteer will be responsible for answering incoming calls on multi-line, Mitel phone system. The operator will route calls to the appropriate person or department. There is also a possibility of learning appointment scheduling in addition to answering the telephone. The ideal candidate should possess multi-tasking skills and have a pleasant phone voice, with an upbeat positive attitude.

**Requirements:** AGE OF VOLUNTEER: 18 or older. COMMITMENT: flexible, two to four hours per day; one to four days per week. DAY OF WEEK: flexible, Monday through Thursday. TIME OF DAY: 9:00 to 11:00 a.m. or 3:00 to 5:00 p.m. ADDITIONAL INFORMATION: must be able to read and write at a high school level or above. Training will be provided. Rules of client confidentiality will apply.

**Type:** Ongoing Opportunity

**Web site:** [www.zumbromhc.org](http://www.zumbromhc.org)

**Minimum age of volunteer:** 18

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