

Volunteer Position:

Beaverton Receptionist (Mondays)

SUMMARY

Location:	12550 SW 2nd St, Beaverton
Supervising staff person:	Claudia Adler
Department:	Prevention & Health Services
Number of volunteers sought:	1-2
May a CAP client fill this role?	No
Volunteer Orientation required?	Yes

POSITION DETAILS

- Greet all clients and visitors at the clinic warmly and professionally
- Keep the reception area clean, well-stocked, and organized
- Shifts are at 2:30pm-7:30PM (5 hrs total) on Monday afternoons
- Minimum 6 month commitment required
- Preferred skills include:
 - Customer service experience
 - Experience working with LGBTQ+ communities
 - Understanding of HIV basics and comfort with sexual health
- All candidates **must** attend a Volunteer Orientation, HIPAA training, and HIV Basics Training at CAP prior to starting this role.

CONTACT

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