



**Choice. Respect. independence.**

**Front Desk Volunteer @ CRI Headquarters**

14160 Newbrook Dr, Chantilly, VA 20151

**About CRI**

CRI, Choice. Respect. independence. (formerly known as Community Residences, Inc.), is a community-based organization with a focused effort on providing people with developmental disabilities and/or mental health needs the resources, supports and services they need to live their lives with purpose, actively engaged in communities of their choosing. CRI's mission fully supports a person's ability to exercise control of their life's choices, and to live in and contribute to communities of their choosing, as young adults through aging in place. We believe in serving individuals within the communities in which they live and supporting the individual's choices and independence.

CRI's Philanthropy department works to raise funds from individual and corporate donors, foundations, and other institutional donors to support the mission of CRI; to improve lives by mobilizing the caring power of communities to advance the common good.

**Position Details**

The Front Desk Volunteer is a year 'round opportunity with a weekly commitment of 2-4 hours per day, one or two days a week at CRI's headquarters in Chantilly. This position will be supervised by the Volunteer Program Manager. This position will be hosted in person and in observance of CRI's COVID requirements.

The primary purpose of the Front Desk Volunteer is to be a warm and friendly face to all who pass through CRI's doors. They will greet visitors as they enter the building, provide visitors assistance as needed, answer the main line and forward calls appropriately.

The Front Desk Volunteer will also assist with the management of in-kind donation requests, submissions, and coordination. Responsibilities may vary depending on the current projects and priorities of the Philanthropy department.

The Front Desk Volunteer will also support other administrative departments with projects as needed such as event research and writing donor thank you notes.

**Overview of Responsibilities:**

**Front Desk**

- Greet visitors
- Answer calls to the main line
- Accept packages and deliveries to the front desk

**Philanthropy and External Affairs**

- Coordinate in-kind donation requests
- Assist with donor appreciation

- Support mailing campaigns and special events
- Other duties and special projects as assigned

### **Requirements**

- Must have a warm and friendly demeanor
- Must have own transportation
- Must have strong communications skills (verbal and written)
- Must pass a TB test, be fully vaccinated against COVID, and undergo a background check
- Comfortable with computers, talking on the phone, and working in an office environment
- Prior experience working with people with disabilities a plus

To express interest, please send your resume to Janet Davison at [jdavison@mycri.org](mailto:jdavison@mycri.org).