



## the hub – your community action centre

**the hub – your community action centre** is a local charity based in Dumfries that develops and delivers a range of social inclusion projects. We are an Investing in Volunteers accredited organisation and our volunteers are much valued team members

### Our Current Volunteering Opportunities!

#### Reception/Office Support Assistant

- Experience of dealing with the public in person and over the phone?
- Friendly, patient and approachable?
- Experienced at using computers and Windows 10?
- Organised with good attention to detail?
- Can you spare a few hours on a regular basis?

**For more information contact Sharon at**

**[volunteering@thehubdg.org.uk](mailto:volunteering@thehubdg.org.uk) or phone 07434 366130/01387 269161**

Volunteers receive out of pocket travel expenses, a full induction and have an allocated member of staff to provide ongoing support and coaching.



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24-26 Friars Vennel, Dumfries DG1 2RL

tel: 01387 269161 email: [info@thehubdg.org.uk](mailto:info@thehubdg.org.uk)

web: [www.thehubdg.org.uk](http://www.thehubdg.org.uk)

*The Hub Dumfries and Galloway (t/a the hub – your community action centre)*

**Scottish Charitable Incorporated Organisation**

Scottish Charity Number SC043384

