



Volunteer Opportunity:
Department/Division:

Front Desk Attendant
Senior Center – Front Desk

Contact

Michelle Varley
Activity Coordinator
Senior Activities Center

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Location

Hurst Senior Citizens Activities Center
700 Heritage Cr.
Hurst, Texas 76053

Qualifications

Position requires an interest or passion for people; friendly, personable, easy going manner to make all members and visitors feel comfortable. Must have good verbal communication skills. Ability to remain calm and pleasant under stressful situations. Some experience with a computer is helpful. Volunteer needs to be detail oriented with good organizational skills and ability to retain procedures and protocol.

Duties

- Greet persons entering the Hurst Senior Center, determine nature and purpose of their visit and direct or escort them to specific destinations as needed.
- Provide guided tours of facility.
- Provide full attention and detail when checking members in for daily activities and ensure that membership cards are given back to the correct member.
- Answer incoming phone calls in a friendly and inviting manner.
- Provide administrative support functions as needed.
- Provide exemplary customer service.

Requirements

Minimum age: 55
Time Commitment: Hours are arranged by shifts or on an as needed basis
No Criminal Record

Training

Will be provided as needed.

Physical Demands

See, hear, talk, write, walk, sit and stand; good manual dexterity required.

Mental Demands

Read, comprehend, retain, and follow oral and written instructions; effectively communicate.

Environmental Conditions

Volunteer will work inside and be protected from weather conditions. Volunteer will have extensive interaction with the public in person and over the phone.