



Volunteer Opportunity:  
Department/Division:

**New Member Liason**  
Senior Activities Center

**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 new members feel comfortable. Must be comfortable in a leadership role and talking to strangers. Provide exemplary customer service.

**Duties**

- Provide guided tours of facility.
- Assist staff with facilitating “New Member Orientation”.
- Communicate via phone, letter, email and in person with new members.
- Mentor new members to help get them involved in areas of their interest.
- Participate in various activities as needed.

**Requirements**

Minimum age: 55  
Time Commitment: Hours can be based on volunteer’s availability, but need to be on a consistent, weekly schedule.  
No Criminal Record

**Training**

Will be provided as needed.

**Physical Demands**

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

**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 in a clean, well-ventilated area. Volunteer will have extensive interaction with the public in person and over the phone.