



Volunteer Opportunity:  
Department/Division:

**Membership Care Coordinator**  
Senior Activities Center

**Contact**

Michelle Varley  
Activity Coordinator  
Senior Activities Center

817-788-7712  
mvarley@hursttx.gov

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

**Duties**

- Review membership reports for attendance status.
- Communicate via phone, letter/card, email or in person with members who have become inactive or a noticeable change in attendance has occurred.
- Communicate with staff regarding member status.
- Communicate to Caring Covers group if a shawl or lap blanket needs to be delivered to a member.

**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.