COH VIA

SPECIAL EVENT ROSTER ATTENDANCE VOLUNTEER

Hurst Senior Activities Center, 700 Heritage Circle

QUALIFICATIONS

This position requires an enthusiasm and genuine passion for engaging with people. The ideal candidate will possess a friendly, personable demeanor, fostering an easy-going atmosphere to ensure all members and visitors feel welcomed and at ease. Delivering exceptional customer service is a must.

Staff will provide training as needed.

RESPONSIBILITIES

- Warmly greet participants attending programs, events, and activities.
- Check individuals off the activity roster and add as required. Count attendance and record total numbers.

REQUIREMENTS

- Must be at minimum 18 years old.
- Time commitment: As needed, based on the activity.
- No criminal record.
- Physical demands
  - Strong visual and hearing acuity.
  - Ability to stand and/or sit for extended periods.
  - Capable of pulling, pushing, lifting (up to 15 lbs.), reaching, bending, and stooping for prolonged durations.
- Mental demands
  - Ability to engage with members in a friendly and approachable manner.
  - Speak and write clearly.
  - Comprehend, retain, and follow oral and written instructions.
  - Effectively communicate.
- Work environment
  - The volunteer will work indoors, ensuring protection from weather conditions.
  - They will operate in a clean, well-ventilated, and well-lit environment
  - Volunteer will have extensive interaction with the public.

Contact
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