

South Jordan City

Volunteer Job Description



Title: Senior Programs Volunteer
Department: Admin Services
Division: Senior Programs

Effective Date: 9/6/2021
Position Type: Volunteer

GENERAL PURPOSE

Assist in the facilitation and operation of Senior Program Classes at the South Jordan Community Center. This volunteer position includes quality service delivery and customer service.

SUPERVISOR

Community Service Supervisor

ESSENTIAL JOB FUNCTIONS

Maintain a regular and dependable level of attendance as agreed upon with supervisor.

Receive and respond to questions and assist senior program participants. Answer telephones and direct calls to the appropriate person.

Complete written forms and reports. Assist office staff as needed.

Monitor program participants; respond to questions, direct participants to correct classroom/location, to ensure facility safety and rules are being followed.

Meet with facility staff to exchange information pertaining to ongoing facility operations, problem solving and future events.

Self motivated to complete assigned tasks during with little or no supervision.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Knowledge, Skills, and Abilities:

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; operate standard office equipment; effective working relationships with supervisors, fellow employees, and the public.

2. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.