

## City of Lakewood Volunteer Job Description

**Department: Community Resources**  
**Division: Family Services**  
**Clements Community Center Volunteer Program:**



### **Volunteer Purpose**

The primary purpose is to assist their volunteer supervisors and staff with general office duties and other tasks related to programs, services and activities where they are placed.

### **Responsibilities**

Depending on volunteer placement, responsibilities may include but not be limited to:

- Front desk: clerical support for front desk staff.
- Movie Host or Hostess: setting up refreshments, collecting refreshment fees, starting and watching movies with participants and minimal clean up after the movie
- Outdoor Recreation Program: driving or leading hikes, ski and snowshoe trips
- Classes: instructing older adult students
- Travel Program: leading groups on various day trips
- Saturday Night Dance: greeting, serving refreshments and clean up including washing dishes

### **Qualifications**

Volunteer must be able to interact with participants, age 55 and older, the public and staff. Have the ability to communicate effectively, take direction well and bring a spirit of inclusiveness and fun to our programs. Other qualifications depend on volunteer placement.

### **Age Requirement**

The minimum age requirement for this committee is 21 years old.

### **Schedule**

Varies depending on volunteer placement. General schedule is Monday through Friday between 8 a.m. and 5 p.m. Saturday Night Dance schedule is between 5 p.m. and 10:30 p.m.

### **Training**

Training will be provided during the first scheduled day by the volunteer's supervisor.

### **Dress Code**

Volunteers are required to dress in casual attire, comfortable shoes or attire appropriate for the volunteer's placement.

### **Work Environment**

The Clements Community Center facility. Outdoor Recreation and Travel Programs environment includes outdoor areas and indoor locations around the Denver metro area.

### **Punctuality and Absenteeism**

If the volunteer will be late or miss a scheduled assignment, they must contact their volunteer supervisor prior to their shift.