City of Lakewood Volunteer Job Description

Department: Community Resources

Division: Family Services

Clements Community Center Volunteer Program:

Last Updated: February 2012

Leadership Contact

Jayne Willis (303) 987-4820 clements@lakewood.org

The Volunteers of America Dining Site, located at the Clements Center, offers hot, nutritious noon meals plus live music, games and exercise.

Volunteer Purpose

The primary purpose is to assist the Senior Nutrition Program Coordinator with general office duties and other tasks related to the Dining Site.

Responsibilities

Responsibilities may include but not be limited to:

- Preparing reception area by putting out appropriate forms, money box, etc.
- Greeting diners and guests in a friendly and welcoming manner.
- Accurately completing forms that document diner's attendance or cancellations and walk-ins.
- Watching for diners, guests and/or walk-ins that do not stop by the reception table and documenting their attendance.
- Ensuring all new people check-in with the Senior Nutrition Program Coordinator and complete appropriate forms.
- Checking with Senior Nutrition Program Coordinator about any reservation questions.
- Completing and submitting appropriate forms to the Senior Nutrition Program Coordinator in a timely manner.
- Maintaining confidentiality.

Qualifications

Volunteer must be able to positively interact with participants, the public, other volunteers and staff. Must have the ability to communicate effectively, take direction well and bring a spirit of inclusiveness and fun to our programs. Perform basic clerical duties. Must have basic math skills.

Schedule

VOA Dining Site meals are served Monday through Thursday and the 1st Friday of each month. Volunteer position hours are approximately from 10 a.m. to 12 noon. Scheduled days may be negotiated with Senior Nutrition Program Coordinator.

Training

Provided by the volunteer's supervisor, the Senior Nutrition Program Coordinator.



Dress Code

Volunteers are required to dress in casual attire and comfortable shoes appropriate for the volunteer's job.

Work Environment

Work is performed at the Clements Community Center facility.

Punctuality and Absenteeism

If the volunteer will be late or miss scheduled day(s), they must contact the Senior Nutrition Program Coordinator.