

VOLUNTEER JOB DESCRIPTIONS—GENERAL HANNAN SUPPORT

Greeter

Summary:

Greeters work various floors of the Hannan Center, but primarily the first floor near the front and back doors. They welcome people into the building and assist in guiding them to their destination. Greeters are prepared with relevant information about daily programming and events so that they can invite individuals to attend. Greeters ensure that no one entering the Hannan Center is confused about where to go and feels a sense of belonging at Hannan.

Sample Duties and Responsibilities:

- Greet people as they enter the building
- Guide (provide directions to) individuals to their destinations
- Distribute flyers to individuals
- Invite individuals to try new and open programming or to attend an event
- Report reactions individuals have to classes or events (Do they seem interested? Did they have a negative reaction to the flyer? Etc.)

Interests:

- Welcoming people
- Promoting classes and events
- Taking note of new people

Ideal Qualifications, Skills, and Abilities:

- Strong customer service skills
- Great oral communication skills
- Light physical stamina—must be able to stand or use assistive technology for long periods of time—to hold post at entrances