



Service Title: Greeter
Department: Membership
Reports to: Membership Director
Branch: Family Y of Downtown Augusta

Service Summary: The VOLUNTEER is responsible for greeting each member that enters the facility, offer assistance to members when needed and maintain positive relationships with staff and members.

Service Requirements:

- Interpret, communicate and promote The Family Y mission and programs to employees, volunteers, members and the community at large.
- Possess energy and enthusiasm
- Maintain time sheet by clocking in at the beginning of a shift and clock out at the end of a shift including all supervisor approved breaks.
- Follow Standard Operating Procedures
- Exhibit the ability to meet new people
- Possess the ability to simultaneously manage a variety of tasks
- Perform moderate physical activity including standing for extended periods of time and walking
- Attend all meetings as set by management.
- Abide by dress and safety standards.
- Adapt to changing working conditions.
- Actively participates in mentoring.
- Performs all other duties as assigned.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time as needed.



Service Title: Greeter/Scanner
Department: Membership
Reports to: Membership Director
Branch: Family Y of Augusta South

Service Summary: The VOLUNTEER is responsible for greeting each member that enters the facility, offer assistance to members when needed and maintain positive relationships with staff and members.

Service Requirements:

- Interpret, communicate and promote The Family Y mission and programs to employees, volunteers, members and the community at large.
- Possess energy and enthusiasm
- Maintain time sheet by clocking in at the beginning of a shift and clock out at the end of a shift including all supervisor approved breaks.
- Follow Standard Operating Procedures
- Exhibit the ability to meet new people
- Possess the ability to simultaneously manage a variety of tasks
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Service Title: Greeter/Scanner
Department: Membership
Reports to: Membership Director
Branch: Wilson Family Y

Service Summary: The VOLUNTEER is responsible for greeting each member that enters the facility, offer assistance to members when needed and maintain positive relationships with staff and members.

Service Requirements:

- Interpret, communicate and promote The Family Y mission and programs to employees, volunteers, members and the community at large.
- Possess energy and enthusiasm
- Maintain time sheet by clocking in at the beginning of a shift and clock out at the end of a shift including all supervisor approved breaks.
- Follow Standard Operating Procedures
- Exhibit the ability to meet new people
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