



ACTIVITIES COORDINATOR VOLUNTEER

Hurst Senior Activities Center, 700 Heritage Circle

QUALIFICATIONS

This position requires an enthusiasm and genuine passion for engaging with people. The ideal candidate will possess a friendly, personable demeanor, fostering an easy-going atmosphere to ensure all members and visitors feel welcomed and at ease. Additionally, the ability to maintain composure and amiability in stressful situations is essential. Comfort with assuming leadership responsibilities, providing direction to others, and delivering exceptional customer service is a must.

Staff will provide training as needed.

RESPONSIBILITIES

- Warmly greet participants attending programs, events, and activities.
- Prepare meeting spaces, ensuring they are set up and ready for recurring programs or open activities.
- Monitor and oversee groups, programs, and activities.
- Ensure that the areas and rooms of HSAC are tidied up after programs and activities.
- Participate in various activities as necessary.

REQUIREMENTS

- Must be at minimum 18 years old.
- Time commitment: Work hours are scheduled by shift to align with HSAC programming. Monday – Thursday 9:00 a.m. – 11:30 a.m., 11:30 a.m. – 1:30 p.m., 1:30 p.m. – 4:00 p.m.
- No criminal record.
- Physical demands
 - Strong visual and hearing acuity.
 - Ability to stand and/or sit for extended periods.
 - Capable of pulling, pushing, lifting (up to 15 lbs.), reaching, bending, and stooping for prolonged durations.
- Mental demands
 - Speak and write clearly.
 - Comprehend, retain, and follow oral and written instructions.
 - Effectively communicate.
- Work environment
 - The volunteer will work indoors, ensuring protection from weather conditions.
 - They will operate in a clean, well-ventilated, and well-lit environment
 - Volunteer will have extensive interaction with the public.

Contact

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