



SPECIAL EVENT ROSTER ATTENDANCE 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. Delivering exceptional customer service is a must.

Staff will provide training as needed.

RESPONSIBILITIES

- Warmly greet participants attending programs, events, and activities.
- Check individuals off the activity roster and add as required. Count attendance and record total numbers.

REQUIREMENTS

- Must be at minimum 18 years old.
- Time commitment: As needed, based on the activity.
- 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

Hannah Ditgen, Community Services
Senior Management Assistant

hditgen@hursttx.gov
817.788.7310