

## DARTS Community Greeter

### **Overview:**

Greet visitors from the community and outside agencies attending meetings or visiting DARTS. Direct them to appropriate places, contact staff of their arrival and offer accommodations. Assist with clerical duties as needed.

### **Service Impact:**

Community members will receive a welcoming atmosphere when visiting DARTS.

### **Key Responsibilities:**

- Greet guests with a welcoming smile and greeting.
- Direct to appropriate place if attending a meeting.
- Notify contact staff of guest arrival if needed.
- Offer accommodations- coffee or water.
- Offer information about DARTS.
- Notify staff as soon as possible if need to change schedule..
- Assist with clerical support duties as able.

### **Time Commitment:**

- 3-4 hour shifts either morning or afternoon once a week or on call.
- Hours may vary for special events and meetings

### **Qualifications:**

- Good Communication skills
- Friendly and outgoing personality
- Able to give directions

### **Supported By:**

Volunteer Manager

### **Benefits:**

- Work in friendly atmosphere
- Accommodations- coffee, free parking
- Opportunity to work with professional staff in aging field
- Discover self fulfillment and strengthen our community by supporting others.

