

**WEST SACRAMENTO PARKS AND RECREATION  
VOLUNTEER POSITION DESCRIPTION**

**LOCATION OF POSITION: WEST SACRAMENTO SENIOR CENTER**

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**VOLUNTEER POSITION TITLE: FRONT DESK ASSISTANT FOR SENIOR CENTER**

**DESCRIPTION OF PROJECT / OUTLINE OF VOLUNTEER'S RESPONSIBILITIES OR LIST OF TASKS:**

**1. Provide a pleasant welcome to visitors at the senior center:**

- Answering phones and taking messages
- Help seniors sign-up for events
- Add them to mailing list
- Take the time to talk or sit with the senior a few minutes

**2. Inform visitors of regular staff activities and upcoming events including:**

- Upcoming events for focused promotion
- Fitness opportunities available through the center
- Arts and Craft activities (Ceramics, knit and crochet, doll club, cards, etc)
- Fun and Leisure (singing, bunko, bingo)
- Services (VA, Experience works office hours, etc.)
- Transportation to ENP, shuttle shopping

**3. Help office staff by:**

- Sell cards (candy is honor system)
- Handle birthday lunch reservations and cards
- Handle ENP and shopping shuttle reservations
- Photocopies for seniors
- Visitor's log (we need to start one), and I&A information sheet
- Answer simple questions: food banks, transportation, events, provide referrals to Irene
- Other tasks: mailings, etc.
- Make sure flyers in plastic slots are up-to-date and copy more when necessary.

**TIME COMMITMENT:** SHIFT OF 2 HOURS 10-12 MONDAY-FRIDAY, PLUS A VOLUNTEER MEETING EVERY WEEK (TO START) –THEN DROPPING BACK TO MONTHLY

**NUMBER OF VOLUNTEERS NEEDED:** 5 to cover each shift, 3 for substitutes and to share shifts in the beginning