

City of Lake Worth

Volunteer Position Description

Job Title: Greeter

Department: Administration

Job description statements are intended to describe the general nature and level of work being performed by volunteers assigned to this position.

GENERAL SUMMARY

Assist in greeting and directing guests to Lake Worth City Hall.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Assistant City Manager/Director of Finance or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- Greet incoming guests directing them to the appropriate person, office or desk based on their needs and providing a friendly personal touch to entering the City facility.
- Maintain in/out log of City staff to assure availability to meet with visitors.
- Contact personnel to inform them of visiting guests.
- Maintaining a clean and inviting work area
- Maintaining adequate supplies needed to perform duties in work area
- May assist with various repetitive tasks for various city offices during off-peak periods
- Other duties as assigned

MINIMUM VOLUNTEER REQUIREMENTS

ATTITUDE

Enthusiastic attitude to bring guests into the facility in a positive fashion. A desire to serve and be involved in helping the community and the city through dedicated service. A passion for the public and for quality.

ATTIRE

This position requires business casual dress on Monday through Thursday and may participate in "Casual Friday" or other days where different attire may be allowed.

EXPERIENCE

While no formal experience is required for this position, past experience volunteering and serving in community, non-profit or public service may be a benefit. Prior work experience may be considered as well.

EDUCATION

A high school education or the equivalent is preferred.

PHYSICAL ABILITIES

Ability to see. Ability to communicate in the English language. Ability to hear and speak. Ability to place and forward telephone calls to appropriate individuals and departments. Ability to follow oral and written instructions. Ability to deal tactfully with the public. Ability to establish and maintain effective working relationships with fellow employees and the general public.

The City of Lake Worth reserves the right to change or eliminate volunteers and volunteer positions at will, without prior notice.

The City of Lake Worth is an Equal Opportunity Employer and this extends to volunteer positions. In compliance with the Americans with Disabilities Act (ADA), the City of Lake Worth will provide reasonable accommodations to qualified individuals with disabilities.

I have read and understand the expectations of this volunteer position.

Volunteer's Signature

Date

Supervisor's Signature

Date