

# Welcome Desk Office Volunteer

## **GENERAL FUNCTION:**

Under the guidance of the Membership Director, or Membership Coordinator, a Welcome Desk Office volunteer helps with traditional office tasks such as data entry and filing, making copies and with occasional special projects, such as special promotions and research projects.

## **QUALIFICATIONS:**

The minimum age requirement for this position is 16 years of age. The applicant must possess strong organizational skills and have knowledge of basic office skills (filing, numerically or alphabetically) and technology (copiers, computers). The individual must be able to work effectively with diverse populations and must be responsible and reliable sensitive information.

## **PRINCIPLE ACTIVITIES:**

The member relations aspect of this position requires that relationship building be a priority at all times, attending to the needs and requests of health seekers, members, and all people within the YMCA in a courteous and friendly manner.