

VOLUNTEER JOB DESCRIPTIONS—GENERAL HANNAN SUPPORT

General Program Aide

Summary:

General Program Aides will assist with Workshops, Classes and Special Event activities. The Volunteer(s) will provide assistance with customer service, reception, and event registration duties. Assistance is to be provided with planning and preparation tasks for the start and ending of events to include arrangements and equipment/supplies at locations as instructed.

Note: Some activities will require transportation, however Volunteers without transportation can still serve at events on-site. Some weekend and evening work may be required. Advance notice, options and arrangements for weekend and evening work will be provided by Hannan supervisors.

Sample Duties and Responsibilities:

- Provide information to the public regarding programs of the various Departments
- Assist with programming communications and materials including but not limited to, telephone calls, printing, copying, mass mailings, assembling and packaging of print materials for activities of Workshops, Classes and Special Events
- Prepare and organize needed materials for events
- Maintain check-in tables at events
- Support instructors in classes as needed
- Maintain RSVP and registration lists
- Assist with refreshments, facility set-up and clean-up, decorations, signage, equipment and transporting of supplies/materials for events

Interests:

- Arts and culture programming—activities, education, etc.
- Talking with participants and students
- Walking people through processes

Ideal Qualifications, Skills and Abilities:

- Excellent oral communication skills
- Flexible to adapt to changes, interruptions and unexpected situations or workplace problems
- Ability to anticipate and respond to programmatic needs
- Physical stamina for some light lifting (moving table, chairs)