

# Volunteer Opportunity Membership Host

### **Job Summary**

- This position is responsible for greeting and welcoming participants to the facility
- · Respond to member inquiries in a friendly and welcoming manner
- Present "housekeeping info" to participants/members, i.e. class times, hand out copies of schedules/program guides
- Provide new members with a tour of the facility
- Keep lobby area tidy
- Deal professionally with other duties as assigned

## **Requirements**

- Criminal Reference check with vulnerable sector clearance
- · Friendly and outgoing
- Some knowledge of the YMCA of Central East Ontario's programs, rules and guidelines, including our Mission, Values and Member Etiquette.
- Minimum 16 years of age

# **Competencies**

- Commitment to organization vision and values: Demonstrates and promotes a personal understanding of and appreciation for the mission, and values of the YMCA
- Communication: Communicates in a thorough, clear and timely manner
- Teamwork: Actively builds teams and encourages open relationships for maximum organizational effectiveness
- Leadership: Guides, motivates and inspires self and others to take action to achieve desired outcomes.
- Initiative & Integrity: does the right thing, at the right time without being asked, and maintains high ethical standards.

## **Benefits**

- Develop and learn new skills
- Positive Impact the Y experience for everyone.
- Meet new people and make friends

### Contact

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