
RETIRED & SENIOR VOLUNTEER PROGRAM
Serving Schuyler & Yates Counties
(607) 535-7105, (cell) 315-694-1081, (fax) 607-595-6813

Volunteer Service Description

Attachment C

Date of Request: Rev. May 2009

Agency/Organization: Watkins Glen Area Chamber of Commerce
Agency/Organization Address: 100 N. Franklin St, Watkins Glen, NY
Contact Person: Miranda O. Polmanteer
Phone: (607)535-4300

Job Title: Visitor Center Volunteer

Duties and Tasks: Greet visitors. Answer all questions about activities, dining and lodging etc in the area, in a neutral manner, as volunteer is representing all Chamber members. Gives directions. Answers phone calls. Offer administrative support during "down time". Stock up brochures when needed. Folds newsletter or letters etc when needed. Assists Visitor Center Coordinator or Director of Tourism and Marketing as needed.

Skills Required: Friendly, speak clearly and loudly, answer and transfer phones. Work with people in a busy environment. Comfortable with computer for looking up information on the internet.

Volunteers will be working with:
(check all that apply) **Children** **Elderly** **Disabled or** **Not Applicable**

Number of Volunteers Needed: 1 volunteer each day of the week- can be two shifts or one. hours are 9-5

Car required for job itself? Yes No **Comments:** Not an authorized driving assignment

Training to be Provided:
(please describe) Will spend time in orientation with full-time Visitor Center Coordinator, observing her dealings with customers and orientation to phone system.

Start Date and End Date: End of May – Mid October

Times/Days Needed: Monday - Friday, 9am - 5 pm (we are flexible with shifts and hours if needed)

Volunteer Supervisor:
(Person the volunteer will report to if different from the "contact" person.) Miranda Polmanteer or Katherine Strawser

Work Site:
(If different from organization's main address) _____

Other Information: **Not working in unsupervised setting with vulnerable populations or driving as a part of the assignment.

OFFICE USE ONLY:
(Check all that apply) Type(s) of Screening Required: Criminal MVR None