



VOLUNTEER POSITION DESCRIPTION

POSITION: Gilda Greeter

OBJECTIVE: Be the warm welcome to Gilda's Club Twin Cities for all guests and members.

ROLE DESCRIPTION:

- Serve as the first point of contact for all phone calls, taking messages or transferring calls as appropriate
- Respond to email inquiries
- Meet and greet members and visitors
- Help members sign up for programs and keep an accurate registry list in the Book
- Answer questions about Gilda's Club's program of support and happenings in the clubhouse
- Keep the clubhouse looking clean and orderly
- Assist with room preparation/clean-up as needed
- Assist with office support as need
- Other duties as assigned

SKILLS:

- Good interpersonal skills
- Desire to help
- Friendly and personable
- Comfortable with phones and computers
- Strong organizational skills
- Ability to learn and articulate information about the GCTC program

TIME COMMITMENT: Ongoing weekly 4-hour shifts for a minimum of 3 months

CONTACT: Maddy Rydeen, Maddy.Rydeen@GildasClubTwinCities.org, 952-767-7623

TRAINING: General Volunteer Orientation, 2-hour Gilda Greeter training, quarterly Gilda Greeter Check-In Meetings