Mason County Senior Activities Center

Job Description

Instructor

Purpose: To act as a representative of the Mason County Senior Activities Association teaching classes for the continued learning and growth of the adults in the community and to support the Staff at the MCSAA Center. Our Volunteer Instructors are vital for revitalizing our Senior Center with fun new classes and activities and bringing in new members with our exciting schedule.

This position requires a friendly, professional, detail- oriented person who is able to make learning fun, easy, and accessible to seniors (in particular).

Time: Hours and times can vary according to the business needs

Duties:

* Provide excellent customer service using appropriate professional and friendly interpersonal skills.
* Volunteers are expected to act with integrity and maintain the confidentiality of information that they have access to.
* Make sure you have signed in on the Center’s Kiosk as attending the center and for your volunteer hours.
* Ensure that anyone coming into the Center is signed in on the Kiosk as either a Guest or a member and signed into your class on the Kiosk
* Ensure that you communicate effectively with staff and other volunteers
* Take initiative to bring new classes/activities/learning experiences that can enlighten our community to the Center staff in order to add them to our calendar of events
* Communicate with the Center staff to schedule classes so they are accessible and advertise them to engage students to sign up and attend.
* Keep your class area clean: empty the trash if necessary, cover the tables to avoid stains, sweep up debris ,set up and take down tables if needed, put away any tools (easels, paints, ironing boards, computers, etc)
* Report any problems ASAP to the Staff at the Center

Revised October 06, 2015

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