Mason County Senior Activities Center

Job Description

Flyer Distribution

Purpose: To act as a representative of the Mason County Senior Activities Association by delivering the Active Living Newsletter to businesses and posting flyers throughout the community and to support the Staff at the MCSAA Center. Our Volunteers are vital for advertising our Senior Center and its classes, events, fundraisers and activities.

This position requires a friendly, professional, detail- oriented person who is able to coordinate with others so that MCSAA publications get distributed and displayed around the community.

Time: Days and hours can vary based on the business needs

Duties:

* Provide 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 you communicate effectively with staff and other volunteers
* Take direction from the Lead Distribution Volunteer so that all areas are covered
* Take initiative to talk to new businesses/venues/locations and in order to add them to our distribution list
* Communicate with the Lead Distribution Volunteer & staff to make sure that you have enough material to distribute but aren’t wasting materials
* Communicate areas that you aren’t seeing our publications so that we are able to develop volunteers to cover those areas.
* Report any problems ASAP to the Staff at the Center

 Revised October 06, 2015

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