

# 20<sup>th</sup> FSS YOUTH CENTER - SPORTS PROGRAM VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE:** Sports Program Operations and Administrative  
**ORGANIZATION:** Youth Center  
**CONTACT PERSON:** Deborah MacQueen  
**PHONE** 5-2251  
**WORK LOCATION:** Building # 2444  
**ADDRESS:** 322 Laurel St  
**HOURS NEEDED:** Flexible  
**DAYS NEEDED:** Monday – Friday  
**START DATE:** ASAP

## **VOLUNTEER DUTIES:**

1. Assist with conducting daily inspections of facility equipment
2. Ensure that unsafe equipment are repaired or replaced
3. Assist with ensuring health and safety standards are adhered to
4. Assist with scheduling facility for group or individual usage
5. Greet customers and answer questions – provide guidance and orientation to new customers
6. Assist with conducting hourly checks of facility and do head counts
7. Assist with ensuring that only authorized personnel enter the facility

## **SPECIAL REQUIREMENTS:**

1. Ability to adhere to rules and guidelines
2. Work well with others
3. Good customer relations

## **ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION**

1. Opportunity to meet other people
2. Gain organizational, time management and administrative skills

## **TRAINING:**

1. Will train volunteer
2. One-on-one instruction

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Signature of "Volunteer

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Date

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Signature of Volunteer Supervisor

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Date