

Frederick County Department of Aging Volunteer Position Description

Position Title	Senior Center TOURS
Purpose	To give tours at the Frederick Senior Center and to explain how the center operates
Position Description of Duties	<p>To explain what activities are being held at the center and what activities are being planned for future offerings</p> <p>To explain what classes require preregistration, costs, on-going class offerings, meal program requirements, class participation requirements</p> <p>To pass out all required forms that must be completed before attending the center</p> <p>To make clear our policies</p>
Qualifications for position	Knowledge of how the center operates
Time Requirement	<p>Two hours a week</p> <p>Mondays-1-3:00, flexible on the day and time, giving a week notice so new people can be informed</p>
Location of Assignment	Frederick Senior Center-1440 Taney Ave.
Orientation and Training	Meet with Coordinator for explanation of how the center operates and to be informed regularly for future offerings at the center
Benefits	None
Evaluation & Reporting Procedures	To report number of new perspective participants to the Coordinator
Supervisor:	Linda McGinnes
Contact Person:	Linda McGinnes

Contact Info:	301-600-3525
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