



# Idawe • Learning Disabilities Association of Windsor-Essex County

## **Volunteer Posting-2024-02**

**Position:** Volunteer Door Greeter

**Posting Status:** September 23 – December 14

**Time Commitment:** 3-hour shifts one to four days a week, depending on availability

### **Details:**

As a Door Greeter Volunteer, you play a pivotal role in creating a welcoming and inclusive environment for parents and students entering our facility. Your warm smile and courteous demeanour set the tone for positive interactions and contribute to the overall satisfaction of our visitors. This volunteer position requires reliability, friendliness, and a commitment to excellent customer service. This is a great opportunity for high school and university students to study between appointments!

### **Duties:**

- **Opening Doors:** Greet parents and students as they arrive, opening doors and welcoming them with a friendly demeanour.
- **Assisting with Directions:** Provide directions and assistance to visitors unfamiliar with the facility's layout, ensuring they reach their destination promptly and without confusion.
- **Maintaining Order:** Help maintain order and control flow at entry points during peak times, ensuring a smooth and efficient entry process for all visitors.
- **Answering Questions:** Be prepared to answer basic questions about the facility, events, or on-site activities. If unable to answer, direct inquiries to appropriate staff members.
- **Offering Assistance:** Offer assistance to those who may need additional support, such as parents with strollers or individuals with disabilities, by holding doors or providing guidance to accessible entrances.
- **Providing Information:** Distribute informational materials or event flyers to interested visitors, promoting upcoming activities or initiatives.
- **Reporting Concerns:** Report any safety hazards, suspicious activity, or concerns to the appropriate staff or authorities immediately.

### **Required/Preferred Qualifications:**

- Friendly and outgoing personality with excellent communication skills.
- Reliable and punctual, with a commitment to fulfilling assigned shifts.

- Ability to remain calm and courteous under pressure, especially during busy periods.
- Respect for diversity and a commitment to creating an inclusive environment for all visitors.

**Conditions of Employment:**

- Must have a satisfactory, up-to-date Police Clearance.

**How to Apply:**

Apply in writing with a cover letter and resume stating your qualifications to Corinne McDonald, Manager of Programs and Client Services, at [jobs@ldawe.ca](mailto:jobs@ldawe.ca).

**Accommodations:**

LDAWE welcomes and encourages applications from people with disabilities. Accommodations are available on request to candidates taking part in all aspects of the selection process.

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret that we cannot confirm that our office has received resumes.