



LDAWE • Learning Disabilities Association of Windsor-Essex County

The right to learn, the power to achieve

Volunteer Posting

Position: Volunteer Door Greeter

Posting Status:

Winter: January 5 – March 12, 2026 (No program February 16, 2026)

Spring: March 30 – June 12, 2026 (No program on April 6 and May 18, 2026)

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

Details:

As a Door Greeter Volunteer, you play an essential role in creating a friendly and inclusive environment for parents and students entering our facility. Your warm smile and courteous manner set the tone for positive interactions and enhance the overall experience of our visitors. This volunteer position requires dependability, friendliness, and a dedication to excellent customer service. It's a wonderful 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 manner.
- **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:** Hold doors or provide guidance to accessible entrances to assist those who may need additional support, such as parents with strollers or individuals with disabilities.
- **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:

Please apply in writing with a cover letter and resume stating your qualifications to Andrea Catalano, Manager of Human Resources and Community Engagement, at jobs@ldawe.ca.

Accommodations:

LDAWE welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates participating 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.