

The Fremont Senior Center is looking for eager, friendly and patient volunteers to fill various positions.

Hostess

Typical duties:

- Greet people who enter senior center with a smile and greeting.
- Answer questions of people who enter the senior center, if unable to do so direct them to the window kindly.
- Help seniors with locating a flyer, gazette or menu and tell them about what the senior center has to offer.
- Show people new to the senior center where things are located and walk them through the building for a “tour”.
- Straighten flyers and magazines in lobby.
- Let staff know if we need to replenish flyers.
- We would like the hostess to be a resource to senior center goers and to be friendly and welcoming at all times.

Office

Typical duties:

- Friendly, patient personality
- Ability to understand English and speak English clearly
- Good sense of humor
- Understanding of different cultures is a plus
- Some clerical duties such as making appointments and answering phones
- Some monetary transactions such as lunch ticket sales
- Special Requirements: (Minimum age, background check, etc.)
- Our youngest volunteers are 14 yrs. old, and our oldest in their 90's

Ticket Seller

Typical duties:

- Sell lunch and dinner tickets at counter in lobby, accounting for monies and type of ticket sold.
- Greet seniors and make them feel welcome
- Answer questions in a helpful and friendly manner
- Encourage people to sign in and register as a member of the Senior Center
- Straighten magazines and lobby in general if you have free time (keeping your eyes on the money at all times)
- Attend office/ticket seller/hostess volunteer meetings.

Jack of all Trades

- Moving tables
- Moving Chairs
- Room setup & clean up
- Wiping down chairs
- Moving light furniture as needed