Volunteer Role Description
Lobby Greeter Volunteer

In partnership with families, SOAR365 creates life-fulfilling opportunities for individuals with disabilities, annually serving over 1,400 people and their families.

<table>
<thead>
<tr>
<th>Category of Service: Administrative Support</th>
<th>Time Commitment: Ongoing (Ideal commitment is one morning or afternoon shift per week for a minimum of eight weeks)</th>
<th>Locations: SOAR365 @ Saunders</th>
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<tbody>
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<td>Onboarding: Orientation, Application, Human Rights/Policies, Interview, Background Check, TB Test, Signed Documents</td>
<td>Appropriate for: Individuals (Adults &amp; Youths 16 and older)</td>
<td>Available Shifts: Monday thru Friday 8 - 10 a.m. and 2:30 – 5:30p.m.</td>
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“Through working at SOAR365, I am learning how to better serve persons with disabilities specifically, and diverse populations in general” – Administrative Support Volunteer Anshu Sharma

**Human Services Overview:** [https://www.soar365.org/human-services-overview](https://www.soar365.org/human-services-overview)

**Purpose/Description:** The Lobby Greeter assists the receptionist by greeting all visitors in a warm, friendly, professional manner. They also help visitors to sign in and reach their destinations.

**Volunteer duties include:**

- Reminds exiting visitors to sign out as they are leaving
- Monitors the lobby for potential hazards and notifies management if a hazard is discovered (example, wet floor)
- Directs delivery personnel to the appropriate place to drop orders
- Monitors lobby population for persons that appear to be a threat (example, a visitor is observed with a gun in his waistband). Notifies management immediately of any potential threatening or suspicious person.
- Provides blank employment applications as requested and directs applicants to the employment Kiosk
- Attends all required training sessions
- Adheres to all Agency policies and procedures and assures compliance of all Agency policies and procedures related to safety, discrimination/harassment, the Health Insurance Portability and Accountability Act (HIPAA) and the agency’s Human Rights plan.

The volunteer will report directly to the Human Resources Manager.

**To Apply please contact:**
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