**RSVP JOB DESCRIPTION**

**General Definition of Job:**

The Retired Senior Volunteer Program Lead is a part-time seasonal position. Work will be completed under light to moderate supervision of the Facilities Event Coordinators and the Director of Operations at The Ledge.

**Essential Functions and Tasks:**

* Arrive half an hour before the RSVP volunteer's scheduled time.
* Check in the volunteers and give volunteers their credentials.
* Ensure volunteers understand their position and job for the day.
* Check in to make sure volunteers are doing their job properly and ensure no new questions have arisen.
* Check in to make sure volunteers do not need water or a break.
* Assist with any mobility needs that may arise.
* Ensure volunteers know and understand their job end of show.
* Collecting their credentials end of show.

**Knowledge, Skills, and Abilities:**

* Patience and the ability to instruct others.
* The ability to follow verbal and written instructions clearly.
* The ability to execute instructions given by a higher authority.
* A professional and easy-going attitude.
* A friendly and welcoming attitude.
* The ability to lead a small group of people and ensure they understand their job.
* The ability to push 200+ lbs in a wheelchair.
* The ability to walk and stand for long periods of time in the sun.