Volunteer Position Description

**Title**  Casa Program Check-in Assistant

**Importance of the position to the Franciscan Renewal Center**
This position will help set a welcoming, hospitable atmosphere for our participants.

**Responsible to**  Administrator for Adult Education and Retreats

**Definition of Duties**
- Greet individuals to Casa sponsored programs
- Perform check-in duties ie: hand out nametags, program materials, room assignments
- Help attendees find their room and other amenities

**Length of Commitment**
One program

**Time Required**
Two to three hours before per program

**Qualifications**
- Friendly, helpful, and welcoming demeanor
- Good communication skills
- Ability to stay for the duration of the program
- Diocesan Safe Environment certified

**Training Provided**
- Casa hospitality training
- Volunteer handbook
- Safe Environment training

**Evaluation**
Mutual evaluation at the end of the service