

Welcome Desk Volunteer

Role Overview: Raising Readers in Story County (RRSC) is a nonprofit organization dedicated to supporting literacy and language development of young children. RRSC provides literacy programs, caregiver guidance, and books to the families and children of Story County. We rely on volunteers to help us deliver programs, books, and run events. Welcome desk volunteers aid us with a variety of tasks and are the face of our North Grand Mall location. The welcome desk volunteers greet all visitors and establish a safe, inclusive, and engaging environment for all.

Key Responsibilities:

- Be the first point of contact for guests and prospective volunteers
- Foster a welcoming and inclusive environment for all
- Promote RRSC programs and events
- Assist prospective volunteers and guests with questions
- Update and maintain welcome desk documents (i.e. visitor log, book donations, etc.)
- Organize and clean the front desk area and play space on a regular basis
- Commit to a regular, recurring schedule
- Additional duties as assigned by the volunteer coordinator

Knowledge, Skills, and Abilities:

- English language comprehension
- Ability to problem solve
- Ability to work effectively with a team
- Effective verbal and non-verbal communication skills
- Effective interpersonal relationship building skills
- Flexible with program needs

Requirements:

- Volunteers must be 16 years of age or older
- Volunteers must pass a background check
- No previous training is needed