

Volunteer Position Description

Name of Organization/Program:

Elm City Community Music School

Mission/Overview:

A place-based hub serving the Greater Waterville area that provides opportunities for music making and progressive skill development for people of all ages.

Volunteer Position Title:

Greeters

Volunteer Role Description:

Will welcome families as they arrive for lessons and classes.

Time Commitment: *Please select the length of the volunteer commitment and include any helpful details about how many hours volunteers should be available to serve weekly/monthly.*

☐ Limited Time/When Project is Complete ☐ Ongoing at Flexible Times ☒ Ongoing at Specific/Set Times

Details About Time Commitment *(Please include the number of hours you would like students to serve in this role each week as well as any set dates/times if applicable):*

Monday, Tuesday, Wednesday, Thursday 3-6pm

Saturdays 9-12noon

Number of Volunteer Positions Available: Up to 10

If you may have other volunteer positions at your organization with different responsibilities or expectations, please complete a separate form for each unique role. Please include the number of volunteers you would like to serve in this specific role.

Volunteer Responsibilities/Expectations:

- Welcome/Greet families

Desired Qualifications/Skills:

- Outgoing
- Ability to interact with strangers

Volunteer Coordinator/Volunteer Supervisor at Organization

Name:

Title:

Sue Barre

Program Director

Email:

Telephone:

sue@elmcitymusic.org

207-859-0105

Preferred Communication Method of Volunteer Supervisor:

☒ Email ☐ Telephone ☐ No Preference/Both

Volunteer Resources:

Please list any technology, software, digital platforms, or other resources that volunteers will need in this position

List of Resources/Tools:

- NA

Does this volunteer position involve interaction with minors or other vulnerable populations?

☒ Yes ☐ No

If yes, please provide further details:

Are there any screenings, background checks, training, or other safety measures that volunteers need to complete before beginning their service?

☐ Yes ☒ No

If yes, please provide further details:

Additional Information:

Please indicate your instrument, brief description of music background, and any preference for age or ability.