

Volunteer Opportunity Description Form

Position Title: Class Assistant

Supervisor: Mary Tessier

How you can contribute: Assist class instructors in sign-in procedure for participants as well as the collection of donations.

Volunteer Tasks: Stationed at the sign in desk, class assistants should greet incoming participants, ensuring that they sign in and indicate their city of residence. The class assistant can monitor the donations and answer basic questions about the class.

Helpful prior experience: No previous experience required.

Training: Volunteers will be trained in the sign-in process as well as cash handling policies.

Benefits for San Bruno Senior Center: Allows instructors to focus on greeting students and implementing curriculum.