

Volunteer Opportunity Description Form

Position Title: Trip Assistant/Coordinator

Supervisor: Mary Tessier

How you can contribute: Coordinate senior trips to casinos, shows, and other locations, based on interest.

Volunteer Tasks: Organize flyers and coordinate with the bus company to offer a variety of trips. Accept payment and registration information. Call registrants with any updates, for payment discrepancies, or to request more information.

Helpful prior experience: Previous bookkeeping or travel experience preferred, but not required.

Training: Trip coordinator will be trained in corresponding with the travel company, appropriate cash and check handling, as well as trip policies and procedures.

Benefits for San Bruno Senior Center: Trip assistants and coordinators allow the Senior Center to provide a wide array of day and overnight trips to exciting locations. By providing transportation, and in some cases, meals, the travel program allows a safe and fun way for seniors to visit local venues and enjoy themselves.