

## MAGDALENA ECKE FAMILY YMCA VOLUNTEER JOB DESCRIPTION

**Title:** Dance Greeter & Runner  
**Branch:** Magdalena Ecke Family YMCA  
**Reports To:** Performing Arts Coordinator

### **General Function:**

Under the guidance of the Performing Arts Coordinator, greet all dancers and families, answer questions, and act as runner during class time.

### **Qualifications:**

- Experience working with children
- Must be at least 18 years or older
- Ability sit outside dance studio for at least 2 hours and assist as needed

### **Major Functions:**

- Greet all families & dancers as they come and go from class
- Remind parents to have dancers use the bathroom before class
- Answer parent questions about the program, costumes, recitals, etc.
- Refer questions to the Performing Arts Coordinator as necessary
- Run groups of (at least) 3 dancers to the bathroom during class
- Help with special dress rehearsals, performances and recitals
- Assist with costume measuring, sorting and distributing
- Set up and put away flyers and handouts at the beginning and end of shift
- Complete and turn in volunteer logs each month: Minimum requirement to receive volunteer benefits is 8 hours per month; Some positions require a greater time commitment
- Must understand and comply with department policies and procedures, **including but not limited to: dress code, supervision policies and safety procedures**
- Notify Performing Arts Coordinator at least two days in advance of being unable to fulfill any day's commitment
- ♦ Be a positive role model