

PORA & Sun City West Visitors Center Volunteer Opportunities Available

PORA Membership Office:

Receptionist/Membership

Job Duties: Outgoing friendly helpful personality to assist visitors via telephone or in person with memberships, make appointments for satellite offices, directing to other departments, information requests, assist members via telephone or in person with requests for Consumer Vendor Services vendor information using on-line database, keep a log of daily events and other miscellaneous clerical duties.

Time Commitment: One three-hour shift weekly.

Skills Needed: Telephone and basic clerical skills along with basic computer knowledge. The ability to operate a cash register.

Physical Requirements: This job is spent sitting at a desk, with occasional walking and standing.

P.E.P Education Department

Work with Students and Teachers

Job Duties: Assist students and teachers via telephone, in person, or by email.

Time Commitment: One three-hour shift weekly.

Skills Needed: Telephone, filing, and basic computer knowledge and ability. Ability to use fax and copier when needed.

Physical Requirements: This job is spent sitting at a desk, with occasional walking and standing.

SCW Visitors Center:

Host/Hostess / Receptionist / Monitor

Job Duties: Greet and interact with visitors to determine their interests in the community and answer questions. operate DVD player to show promotional materials. Informs visitors of available brochures.

Time Commitment: One or more three-hour shifts per month.

Skills Needed: Outgoing personality and ability to interact with visitors. Detailed knowledge of Sun City West, Phoenix metro area, and Arizona.

Physical Requirements: This job is spent standing and walking for up to 30 minutes at a time with visitors and sitting during other times.

Tour Guide

Job Duties: Greet visitors and determine if they have specific areas of the community they want to see. Ensure visitor completes required tour forms. Travels in the visitor's car – DOES NOT drive own vehicle – following a predetermined tour route to show visitors the community. Maintains a daily log of activities. Performs Host/Hostess duties during busy times.

Time Commitment: One or more three-hour shifts per month.

Skills Needed: Outgoing personality and ability to interact with visitors. Detailed knowledge of Sun City West, Phoenix metro area, and Arizona.

Physical Requirements: This job is spent standing, walking, and riding in a car for up to one hour at a time with visitors and sitting during other times.