



[www.morrowtourism.com](http://www.morrowtourism.com)

## **Morrow Tourist Center Volunteer Job Description & Responsibilities**

### **Receptionist**

- Whenever necessary, answer incoming telephone calls.
- Greet and assist all guests as they enter. Strive to maintain a friendly and inviting attitude at all times.

### **Administrative**

- Knowledge of all lists associated with hotels, attractions, restaurants, and rentals for information requests.
- Maintain building and public areas in neat condition.
- Execute mass faxes, letters, and emails to associated individuals.
- Provide suggestions and feedback. (Operational, website, etc.)
- Other duties and special projects as needed. (Festivals, celebrations, etc.)

### **Information Services**

- Maintain familiarity of city and county resources and services, frequently requested phone numbers, community information, etc.
- Maintain knowledge of upcoming city and county events and meetings.

### **Tourist Center**

- Knowledge of community events as information is provided to the Tourist Center.
- Record visitor inquiries on proper forms as they are received.



[www.morrowtourism.com](http://www.morrowtourism.com)

## Volunteer Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Business/Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Birthday (MM/DD/YYYY): \_\_\_\_\_

Name you would like the staff to call you: \_\_\_\_\_

List days and times during the week that you are available to volunteer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you be interested in volunteering at festivals like SummerFest on the Green? \_\_\_\_\_



[www.morrowtourism.com](http://www.morrowtourism.com)

List previous volunteer experiences:

Activity	Company	Dates

List your specific skills and talents that might be useful in your volunteer work:

---

---

---

---

Please give three references who know of your abilities and interests.

1. Personal Reference

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Describe how long you have known this person and what type of relationship you have with this person.

---



[www.morrowtourism.com](http://www.morrowtourism.com)

2. Employment Reference

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Describe your relationship with this company, including duties performed and dates of employment.

\_\_\_\_\_  
\_\_\_\_\_

3. Volunteer Reference

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Describe your relationship with this organization, including duties performed and dates of affiliation.

\_\_\_\_\_  
\_\_\_\_\_

By signing this form, I verify that the preceding information is correct and to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**6475 Jonesboro Road • Morrow, Georgia • 30260 • Phone: 770-968-1623 • Fax: 770-961-0349**