



Wedding Support Volunteer Job Description

Direct Supervisors: Wedding and Volunteer Coordinators

Wedding support volunteers provide essential help for the many weddings that are held at Castle in the Clouds. Wedding Support Volunteers assist the Wedding Coordinator with a variety of tasks as well as providing guests with much needed guidance and support in getting to the assigned events. Tasks might include greeting guests at the Carriage House, directing guests to the appropriate venue at the appropriate times, and helping with any final wedding or reception tasks.

Essential Duties and Responsibilities include but are not limited to:

- Greeting wedding guests at the carriage house upon arrival
- Instructing guests where they should park, where the restrooms are located and when to board the trolleys
- Assist with getting guests on trolleys at the appropriate time
- Help after the wedding getting the guests off the castle lawn and onto trolleys to return to the carriage house
- Have a general knowledge of information regarding the flow of the wedding events – where and when each event takes place
- Other duties as assigned by the Wedding Coordinator.

Qualifications:

Skills/Abilities

- Attention to detail
- Ability to listen and follow instructions
- Ability to solve problems quickly
- Good communication skills
- Good customer service skills

Other Qualifications:

- Must be able to help on Friday, Saturday or Sunday evenings when most weddings are scheduled.

Training: Interview with Wedding Coordinator to understand logistics, timing and what you need to do.

Requirements: Indicate dates you will commit to volunteering to help during weddings and fulfill your commitment as scheduled.

Volunteer Benefits are awarded based on accrued hourly milestones.