



Wedding Greeter Volunteer Job Description

Direct Supervisor: Wedding Coordinator, Jessica M.

Volunteers are critical to the fulfillment of the Castle's non-profit mission!

Description: Wedding Support Volunteers provide essential help for the many weddings held at Castle in the Clouds. Wedding Support Volunteers assist the Wedding Coordinator with a variety of tasks as well as provide guests with much-needed guidance and support in getting to the assigned events. Duties 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.

Qualifications:

Education/Experience

- None required
- Interview with wedding coordinators to understand logistics, timing, and what you need to do

Skills/Abilities

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

Other

- Must be able to help on Friday, Saturday, or Sunday evenings when most weddings are scheduled.
- Dress business casual with a nametag visible so guests know you are there to help.

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

Training: Interview with wedding coordinators to understand logistics, timing, and what you need to do

Requirements: Volunteer Coordinator will let you know when weddings are scheduled throughout the season.

Volunteer Benefits are awarded based on accrued hourly milestones.

To Apply:

Interested applications should submit an online volunteer application

<https://www.castleintheclouds.org/volunteer/>

For any further information, please email Grace at volunteers@castleintheclouds.org