



# Wedding Greeter Volunteer Job Description

Direct Supervisor: Wedding Coordinator

**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**

- Non-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 name tag 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 or checkpoint area upon arrival
- Making sure non-wedding guests do not go past the checkpoint since CITC is closed due to a special event.
- 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:** The Volunteer Coordinator will let you know when weddings are scheduled throughout the season.

**Volunteer Benefits** are awarded based on accrued hourly milestones.