



Volunteer Job Description

Position Title: Resident Lifestyle Volunteer Group Leader

Purpose: To provide leadership to a club or activity that fulfills a social, recreational, educational, emotional or physical need to residents of The Villages.

Primary Responsibilities:

- Provide the group's expectations, membership requirements, dues and other fees, etc. to individuals interested in joining their club.
- Resident Lifestyle groups that charge membership dues or fees are required to notify their members, publicize these charges and account for their purpose and use of fees. The responsibility for recording all financial information belongs to the Resident Lifestyle Group.
- The records (membership, by-laws, financial, operating procedures, etc.) of each Resident Lifestyle group shall be open to participating residents upon reasonable notice.
- Abide by the policies and procedures of the Recreation Department.
- Club leaders cannot profit or run a business as a volunteer leader without approval from Lifestyle Coordinator.

Time Commitment:

- As agreed upon by the volunteer and Recreation Department.
- Attendance in an initial Orientation meeting and three (3) general meetings through the year.

Qualifications:

- Passion for providing leadership in various club and activity functions
- Demonstrate ability to work well with people of diverse backgrounds
- Enthusiasm, dedication, a sense of humor and drive to succeed
- Outstanding interpersonal, organizational and communication skills
- Maintain a warm helpful and friendly attitude
- Expected to be flexible and responsive to change
- Work as a team member with the Recreation Department