



***Our Purpose:*** *"To provide and preserve the lifestyle in The Villages, Florida's Friendliest Hometown"*

***Our Vision:*** *"The Recreation Team, of staff and resident volunteers, will be the leader in changing the concept of Recreation activities in the retirement industry"*

***Our Mission:*** *"To create and implement excellent recreational opportunities that promotes an active and healthy lifestyle"*

## **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, the Village Community Development Districts and the Resident Lifestyle Volunteer Guidelines.
- Communicate with Recreation Center Manager/Supervisor concerning any issues related to Recreation Center operations.

### **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
- Adhere to the Recreation Department's Purpose, Vision, Mission statements and the District's Core Values.

*Note: All groups are subject to review by the Recreation Department or the Villages Community Development Districts.*

11/16/11