
Witham Volunteer Opportunity

Outpatient Registration Entrance Greeter

Help every person who enters our doors feel welcomed, acknowledged, and cared for.

***Be the first smile
patients and visitors see***

This is a hospitality role — not a transport or wayfinding position. Your presence sets the tone for the patient's experience before registration even begins. A great greeter is friendly, warm, approachable, patient, compassionate, attentive, dependable, and professional.



Welcome

- Greet patients, families, and visitors warmly.
- Make eye contact, smile, and acknowledge.
- Use a calm, professional tone.

Connect

- Offer basic assistance.
- Identify what the person needs.
- Make a warm handoff to registration staff.

Reassure

- Notice people who may be anxious or uncertain.
- Check in when appropriate.
- Protect privacy and dignity.



For more information about this role and volunteering at Witham visit our website at: **www.witham.org/volunteers** or email: **volunteers@Witham.org**.