



Position Title: Reception Ministry Partner

Hours/week: 3-4 hour shift weekly, bi-weekly or monthly

Reports To: Receptionist/Lead Team Assistant

Classification: unpaid volunteer

This volunteer position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Phones - Answer the reception phone promptly and courteously; respond to the inquiry personally or transfer the call to the requested extension/voicemail
2. Guests - Kindly greet guests and offer refreshments and a pleasant waiting area while doing the following, as needed:
 - Alert the requested staff member to the guest's arrival
 - Listen to the guest's needs and offer solutions
 - Provide information on Woodmen groups, services, etc.
 - Accept and sign for deliveries
3. Assist staff
 - Alert staff members to issues raised by attendees and callers that require attention
 - Help staff with various tasks as requested
4. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Strong people skills and some multi-tasking abilities
4. Good clerical skills and typing ability with basic computer knowledge
5. A pleasant, patient personality with a heart for hospitality and a desire to serve the Woodmen congregation and staff
6. This position requires mostly sedentary work with some light lifting