



Position Title: Rockrimmon (RR) Reception Ministry Partner

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

Reports To: Receptionist/Lead Team Assistant

Grade: unpaid volunteer

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 signs 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 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