



Weekday Evening Host

Position Description

Part Time

SUMMARY

The Evening Host will man the Info Hub/Welcome Desk in Lobby. They will provide assistance in directing and guiding people to the various ministry/class areas that occur during the weeknights. They will remain in the Lobby to provide assistance to anyone who comes in while classes are in session.

ESSENTIAL QUALIFICATIONS

SPIRITUAL

- Must be a faithful, growing Christ-follower who is deepening in his/her personal relationship with Christ.
- In full alignment with Foundations' Statement of Beliefs, Values, Mission, and Vision.
- Desires to know and love God even more than s/he wants to be used by God.
- Consistently treats others in a way that proves to them that they matter to God and to us.

SPECIFIC RESPONSIBILITIES

- Knowledge of the layout and basic operations of building.
- Knowledge of the evening's events and locations through local calendar.
- Direct and guide people to the various locations and ministries being conducted within the facility.
- Provide help or information to walk-ins.
- Lock doors at appropriate time and outside perimeter check all doors.

QUALIFICATIONS, SKILLS AND REQUIREMENTS

- Models Christ like servant leadership.
- Concise and effective communication skills.
- Diplomatic, sensitive, and positive people skills.
- Well groomed and appropriate clothing.

RELATION TO THE STAFF

The Weekday Evening Host will be directly responsible to and accountable to the Facilities Manager.