



## Guest Services – Weekday Welcome Desk

“Bringing the extraordinary life of Jesus to a lost and broken world.”

<b>Volunteer Title</b>	<i>Weekday Welcome Desk</i>	<b>Supervisor</b>	<i>Danny Mendoza</i>
<b>Campus</b>	<i>Loveland</i>	<b>Where</b>	<i>Lobby / Welcome Desk</i>

### Purpose

*Foundations’ Weekday welcome desk exists to create a welcoming environment where the extraordinary life of Jesus can be experienced through managing phone calls, friendly smiles & helpful attitudes.*

### Time & Duration of Commitment

- *Serving Time: 4 hours per week*
  - *Monday – Thursday 9am – 1pm or 1pm to 5pm*
  - *Friday – 9am – 1pm or 1pm to 4pm*
- *Frequency of Serving: once per week*
- *Duration of Serving Commitment: 6 months*

### Description of Task(s)

- *Welcome and assist anyone walking into the lobby*
- *Answer and manage phone calls*
- *Complete small projects from staff (ex- children’s department)*
- *Keep welcome desk area clean and organized*



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### Helpful Gifts and Skills

- *Enjoys people*
- *iMac skills (not required)*
- *Able to manage calls with a friendly tone*

### Training and Supervision

*The Welcome Desk Supervisor will provide training on phone etiquette and how to properly manage multiple calls. Training will also be provided on how to welcome and manage guests who walk into the lobby.*

### How to Apply

*Fill out the volunteer form on our volunteer page on the website.*

*[foundationschurch.org/volunteer](http://foundationschurch.org/volunteer)*

*For more information email: [dmendoza@foundationschurch.org](mailto:dmendoza@foundationschurch.org)*