



Team: RE:center Outreach Team

Position Title: RE:center Day to Day Volunteer

Position Description: To assist with greeting, cleaning, helping clients feel welcome and assisting with their needs. Be available for whatever support the RE:center staff may need and be a helper to all.

Time: 4 hours once a week/month. 10AM - 2PM one scheduled day per week. We ask for a one year commitment

Reports to: Pamela Williams and Administrative Assistant

Core Competencies and Responsibilities:

- To be on time
- To show up consistently for scheduled shift
- To assist staff with needs
- To welcome and assist clients with needs
- To be cheerful and welcoming to all
- To be a helper
- Train more volunteers to share the volunteer work load of this position and to fill in during emergencies or when you are in need of time off.
- To keep all information confidential between you and theCHURCH/ RE:center staff.
- Be a partner of theCHURCH
- Read and agree with theCHURCH Core Values and Beliefs