

**Harmony House Mission Inc.**  
Community Outreach

**VOLUNTEER**



**Harmony House Mission  
Connect Campus Greeter**

## **Connect Campus Greeter Volunteer Position Job Description**

**GENERAL JOB DESCRIPTION** The Greeter will be positioned near the front entrance to welcome all individuals who come in with respect and a friendly, cheerful demeanor. The Volunteer will assist everyone who enters with registering their visit on the computer. This is to provide an accurate record of who (and how many) come in looking for assistance. Over time you will be expected to welcome each returning visitor by their first name.

**DUTIES AND RESPONSIBILITIES** Hellos, Smiles, Joyful Attitude, be a good communicator, making the individual feel comfortable and accepted. Data Entry in Computer Keeping the entry well clean and organized. You should be a self-starter and willing to move into any area while waiting for the next visitor to enter.

**QUALIFICATION FOR THIS POSITION.** Education: High School, \*GED, College or Trade School What skills or experiences do feel best qualify you for this position? List them here.

**KEY COMPETENCIES YOU SHOULD POSSESS** Computer Skills Friendly and Outgoing Communication Skills Self Starter Organizational Skills Punctual We are a Mission located in Elwood. The mission is focused on providing hot meals, clothing, laundry facilities, showers, and resources to those who are homeless or in need of help during difficult times. We are reliant on God for donations that keep HHM meeting the demand. All positions are on a volunteer basis. Every volunteer will be trained for their chosen position.

**Time Commitment Expected:**

Volunteers are asked to commit to two regularly scheduled shifts a month. One shift is a weekday or Saturday from 1:45- 6:00 pm.

**Orientation and training:**

Volunteers will receive orientation and tour from Volunteer Coordinator, and will receive training from the Soup Kitchen Supervisor

**Reports to:**

Soup Kitchen Supervisor or Executive Director

**Support, supervision, and evaluation provided:**

You will be supervised directly by the Soup Kitchen Supervisor or Executive Director with any additional support needed by Volunteer Coordinator.

1. An assessment at the end of the period will be facilitated by the Volunteer Coordinator to ensure that there is a proper fit between Volunteer and the Harmony Mission Inc.
2. An annual review will also be conducted to ensure continued good fit and will be facilitated by the Volunteer Coordinator.
3. Mandatory activities: All volunteers must attend two volunteer meetings a year. These meetings serve as a means of communication between Harmony House administration and staff and volunteers. We will discuss any new policies, procedures, events, and any other matters of interest to ensure that all members of Harmony House Inc. community are aware of what is going on.

**Working conditions:**

Smoke-free workplace  
Long periods of standing \* (accommodations can be made as needed)  
Working directly with guests  
Working in a team  
Working on data entry into a computer  
Logging in donations: food and clothing

**Benefits to the volunteer:**

You are invited to share a free meal with our volunteers and guests.  
You will be assisting the Harmony House Mission to provide a valuable service to its many guests.  
Many volunteers feel a sense of satisfaction and accomplishment and connection to a community.  
You will gain experience of working directly with guests.  
You will have the opportunity to work with other staff and volunteers.