

Location: Iglesia Casa Del Alfarero

Job Type: Volunteer

Overview: As a Volunteer Receptionist at Iglesia Casa Del Alfarero, you will play a crucial role in creating a warm and welcoming environment for all visitors, members, and callers. You will serve as the first point of contact, representing the church with professionalism, courtesy, and warmth. Your responsibilities will include greeting guests, answering phone calls, providing information, and assisting with administrative tasks as needed.

Key Responsibilities:

1. Greet all visitors and members with a friendly and welcoming demeanor.
2. Answer phone calls in a professional manner, providing information and directing calls to the appropriate staff members or departments.
3. Provide information about church services, events, and activities to visitors, members, and callers.
4. Assist with administrative tasks such as filing, copying, and organizing documents.
5. Maintain cleanliness and organization in the reception area.
6. Handle inquiries and requests from visitors, members, and callers promptly and courteously.
7. Collaborate with other volunteers and staff members to ensure smooth operation of the reception area.
8. Uphold confidentiality and discretion when dealing with sensitive information.
9. Attend volunteer meetings and training sessions as required.

Qualifications:

1. Friendly and welcoming personality with excellent interpersonal skills.
2. Strong verbal communication skills and phone etiquette.
3. Ability to remain calm and composed in a fast-paced environment.
4. Basic computer skills and familiarity with office equipment.
5. Dependable and punctual.
6. Respectful of the church's values and mission.
7. Previous experience in customer service or receptionist roles is desirable but not required.



Time Commitment: Volunteer Receptionists are needed during regular church activities and after 5:30pm Monday through Friday, Volunteers may choose to commit to a specific shift or offer their availability on a flexible basis.

Benefits:

- Opportunity to serve the church community and contribute to its mission.
- Gain valuable experience in receptionist and customer service roles.
- Develop interpersonal and communication skills.
- Work in a supportive and collaborative environment.

To Apply: If you are interested in becoming a Volunteer Receptionist at Iglesia Casa Del Alfarero, please contact Johana Negron at [jnegrone@cdarlando.org](mailto:jnegrone@cdarlando.org). We welcome individuals of all backgrounds and experiences to join our team and help create a welcoming environment for all who visit our church.