



KNOX AREA RESCUE MINISTRIES

Restoring Lives In Jesus' Name

KARM Volunteer Position Description

Title: Receptionist-Serenity

Reports to: Serenity Staff Member

Purpose/Overview: Assist in answering phone and security gate. Interact with clients, staff, visitors, and other volunteer partners.

Responsibilities:

- Assist residential clients with day to day needs
- Answer incoming calls and visitors in a professional manner
- Direct calls, visitors, and clients to appropriate areas
- Monitor residential clients between groups and meetings
- Assist in responding to visitors and other volunteer needs
- Assist in overall cleaning and organizing of front desk area

Time Commitment: 1 - 3 hrs weekly, weekday mornings & afternoons preferred.

Qualifications:

- Mature follower of Christ
- Female
- Detail-oriented
- Strong Organizational Skills
- Strong Telephone Skills

Training/Preparation:

- KARM Volunteer Orientation
- On-site by staff supervisor

Interested in this position? Click [here](#) register to attend the next KARM Encounter to learn more about KARM and for more information on how to apply.