



KARM Volunteer Position Description

Title: Receptionist

Responsible to: Hospitality Team Leader

Purpose/Overview: You have the opportunity to be the first face someone sees when entering KARM! Welcome and encourage each and every guest, answer the telephones, help our visitors, receive donations, and perform a variety of other administrative tasks.

Responsibilities:

- Is a consistent witness for Christ, prays for KARM leadership, team members, and volunteers
- Greet and provide assistance to guests, visitors, vendors, donors, volunteers, and staff as needed
- Answer calls in a professional manner
- Use general office equipment proficiently
- Assist in receiving and separating the mail
- Receive, log, and receipt Gift In Kind Donations; dispatch to appropriate departments
- Perform other duties as requested

Time Commitment: Both half- and all-day shifts available, Monday through Friday, 8:00 a.m.-4:00 p.m. Minimum 6-month commitment; 1 year preferred

Qualifications:

- Mature follower of Christ
- High degree of integrity and ability to maintain confidentiality
- Effective interpersonal and relational skills
- Demonstrated ability to work in a team environment
- High school diploma or GED
- Prior experience in similar work setting, business office, or administrative position
- Experience with multi-line telephone system operation
- Working knowledge of personal computers, networks, and MSOffice applications.

Training/Preparation:

- KARM Volunteer Orientation
- Computer and telecommunication systems overview
- Program overview
- On-the-job training – office equipment, procedures

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.