

# SERVING *at* NORTHEAST

## ADMIN TEAM – OFFICE VOLUNTEER

### VISION & ROLE

Our office volunteers run our front desk during Northeast's weekly operating hours and assist staff with various tasks. They are the first faces visitors see at Northeast during the week, and they represent the heart of our church beyond Sunday mornings. Office volunteers contribute to our church culture by serving others well, especially serving our staff and non-Sunday visitors.

### CORE RESPONSIBILITIES

- Answer incoming calls
- Answer the door and greet visitors
- Sign for package deliveries
- Type prayer list for the Prayer Team and staff meetings
- Mail prayer cards
- Copy and restock forms in the workroom
- Assemble crafts packages
- Help with other tasks as requested (cutting, printing, collating, sorting, etc.)

### QUALIFICATIONS

- A follower of Jesus Christ, fervent in spirit
- A servant's heart that wants to help wherever needed
- Friendly demeanor, ready to visit with guests
- Ready to represent Northeast in grace and love
- Able to pass a volunteer background check
- Willing to serve 2 hours weekly or every other week

### WORKS ALONGSIDE

Debbie Gibbs, *Administrative Coordinator*  
Office Staff

