

## **VOLUNTEER RECEPTIONIST**

The heart of Northside Christian Church is to connect unconnected people to Jesus Christ. We do this by connecting them to Christ, to Community and helping them live their Calling as a follower of Jesus.

We are currently looking for volunteer receptionists to join our team that are passionate about connecting the unconnected, by serving as the backup receptionist and assisting with administrative duties. We are looking for one or more volunteers to serve Monday - Friday from 10:30 am - 2:30 pm.

Northside Christian Church is an independent Christian Church that is an Elder protected, Staff led fellowship 10 minutes from downtown Louisville in New Albany, Indiana with an average weekend attendance of over 5000 people.

### **3C**

This is our holistic direction as Church leaders and lay leaders that we're committed to living out in our daily life. Expectations are everything and the Word leads us in this living.

#### **1. CHRIST**

*"He is before all things, and in Him ALL THINGS hold together."* **Col. 1:17**

- a. Identity – Physical, Mental, Emotional, Spiritual, Relational.
- b. Work
- c. Financial Generosity

#### **2. COMMUNITY**

*"They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer."* **Acts 2:42**

- a. Weekend Gathering
- b. Life Groups

#### **3. CALLING**

*"All of this is from God, who reconciled us to Himself through Christ and gave us the ministry of reconciliation."* **2 Corinthians 5:18**

*Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.* **1 Peter 4:10**

- a. Embrace God's Ministry for me
- b. Serve Others with my Gifting

## **POSITION DESCRIPTION**

The primary responsibility of the Volunteer Receptionist will be to serve as the backup receptionist during breaks and lunches. This person must be exceedingly well organized, proactive and flexible under pressure. A high level of confidentiality and professionalism are important to this position.

### **Essential Functions**

- Providing outstanding front office service (telephone and reception area)
- Answering a multi-line telephone system
- Greet and welcome visitors
- Other administrative tasks including copying, laminating, binding booklets, etc.

### **Minimum Education/Abilities/Skills:**

- Flexible, well organized, resourceful and detail oriented.
- Present a professional image to guests

- Strong written and verbal communication skills
- Ability to discern needs and respond appropriately, sensitively and proactively when unexpected situations arise
- Confidentiality
- The ability to lift up to 30 pounds

**Required Education, Experience, and Membership**

- A member of Northside Christian Church or willing to become a member

**Next Steps:**

*Interested candidates should submit:*

Cover letter and resume (including references) to: [apply@mynorthside.com](mailto:apply@mynorthside.com)



