



Church of God by Faith, Inc.

2409 Old Middleburg Road N. ~ Jacksonville, Florida 32210

Registration Desk Volunteer Ministry Job Description

Volunteer Job Title: Registration Desk Volunteer

Reports to: Pamela Albertie and Veronica Watts, National Office Administrators

Scheduled Shift: TBA

Job Location: General Assemblies/Conventions, Events and at the Discretion of the National COGBF Convention Coordinator.

General Description:

The ideal volunteer must have a friendly and easy-going personality while also being very perceptive and disciplined.

The Registration Desk Volunteer is required to provide a pleasant experience and excellent service to our members, congregants, guests, visitors, and the community.

You will be the “face” of the organization for all that enter the Church of God by Faith, Inc., and you will be responsible for the first impression we make. We handle each patron's interaction with the utmost professionalism, courtesy, and responsiveness.

A customer-oriented approach is essential.

Job Duties and Responsibilities:

- Must be at 18 years of age or older
- Arrive at registration area at least 15 minutes prior to scheduled time.
- Greet and serve attendees with a smile.
- Maintain a polite disposition in all circumstances.
- After confirming registration, provide attendee with the applicable packet.
- After packet is given, thank attendee for registering.
- Wear designated uniform and name badge during hours of serving.
- Avoid table clutter (no food or drinks please).
- Strong communication and people skills
- Good organizational and multi-tasking abilities
- Problem-solving skills
- Physical Demands the ability to lift 5-25 pounds
- Contact the National Office Administrator (s), if there are any concerns and/ or uncertainty with attendee's registration.