



Church of God by Faith, Inc.

2409 Old Middleburg Road N. ~ Jacksonville, Florida 32210

Volunteer Connect Desk

Volunteer Job Title: Volunteer Booth Helpers

Report to: National Volunteer Coordinator

Location: Bi Annual General Assemblies and Special Organization Events

General Qualifications

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

The Information Center Volunteer are 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 interaction with the utmost professionalism, courtesy and responsiveness.

- A customer-oriented approach is essential.
- Basic knowledge of computer and data entry

Key Responsibilities:

- Volunteer connect volunteers answer questions and assist members and visitors that maybe potential volunteers.
- Answer questions about the Volunteer Ministry
- Sign up new volunteers on site
- Make reminder calls to other volunteers who are assigned to ministries/projects for the following day.
- Be available to assist and support any volunteer that is serving during the scheduled services or event
- Other duties as assigned

Time Commitment: 1 hour before scheduled service and /or 30 minutes after services. Pleasant manner, patience, problem-solving ability and dependability

Support: Training for this position will be provided. In addition, the volunteer coordinator will be available for questions and assistance.

Dress Code: Varies for Conferences and Events