

VOLUNTEER RECEPTIONIST POSITION DESCRIPTION

Objectives of the Position: As an ambassador of Jesus Christ, to promote a positive impression of Abiding Care by assisting those making contact via email, phone, chat, in person, or through other means. In addition, this position supports the smooth functioning of the agency by assisting with administrative and clerical tasks as needed.

Reports to: The Director of Operations or Executive Director

Status: Volunteer, as needed

Minimum Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center
- Be able to respect and keep information confidential
- Complete receptionist training
- Have a friendly, clearly understood voice
- Be dependable and committed to the pregnancy center ministry
- Be able to perform routine clerical duties

Preferred Qualifications:

- High school diploma

Essential Functions:

- Answer phone and route calls
- Schedule appointments according to the guidelines and procedures of the pregnancy center
- Greet clients, keep them apprised of any delay in appointments, offer refreshments if available
- Perform clerical duties as assigned
- Perform opening or closing duties, as necessary, when serving on the first or last shift of the day

Last Modified: 5/24/2023

Prepared By: Becca Moberg, Director of Operations

Approved By: Carrie Kraucyk, Executive Director

Volunteer Acknowledgement:

I have read and understand the Job Description for the position I have volunteered for at Abiding Care. A copy of the Job Description has been given to me for my records.

Signature: _____ **Date:** _____

Original: Employee's Personnel File

Copy: To Employee

Copy: Position Descriptions File