

**ROLE:** ASK Welcome Center Coordinator

**ROLE DESCRIPTION:** Recruit and schedule volunteers for the Welcome Desk.

**REASON:** A welcoming and safe environment gives assurance to families and children as they enter and leave the building.

**REPORTS TO:** ASK Director

*Our Mission: Building relationships, seeing Jesus transform lives.*

**REQUIREMENTS:**

- Application
- Personal relationship with Christ
- Volunteer training

**RESPONSIBILITIES:**

1. Pray for current and potential volunteers.
2. Recruit and train Welcome Desk volunteers.
3. Schedule volunteers to cover the Welcome Desk each day of the program. Submit monthly schedule to ASK Director.
4. Find substitutes as needed.

**REWARDS:**

1. Satisfaction that a safe environment has been provided for children and families.
2. Help volunteers realize the value of serving.
3. Use your gifts to help Calvary accomplish its mission: Building relationships, seeing Jesus transform lives.

**RECOMMENDED GIFTS:**

- Leadership
- Service
- Administration