

First United Methodist Church

Youth & Family Complex

Full Position Description

Position Title: Regular Part-Time Staff of the Youth & Family Complex
Responsibilities Title: Welcome Desk Attendant
Reports To: Director of the Youth & Family Complex
Date Prepared/Revised: January 2020
Staff Level: Part-Time

Mission Statement

The Youth & Family Complex shall be a Christ-Centered place for all to Increase in Wisdom and in Stature and in Favor with God and Others. Luke 2:52

Purpose Statement

The purpose of the First United Methodist Church Youth & Family Complex is to bridge people to Christ. We will use all means available to bring about the hearing of the Word and faith in Jesus Christ, helping people to cross over the bridge from death to life. John 5:24.

Values

Some of the YFC values are: Prayer supported ministry, atmosphere of love, people are brought to Christ through programs, home away from home for youth, professionalism, community outreach, volunteerism, promote fitness lifestyle, family interaction, church and family fellowship, clean and well-maintained facility, community respected recreational programs, safe, wholesome and Christ-like environment, biblical standards, avenue of support for other ministry areas.

Principle Function

Manage daily operations of the Welcome Desk and all its functions through the ministry of the Youth & Family Complex for church and community members as an outreach to reach others for Christ and His Kingdom.

Specific List of Responsibilities

1. Welcome and greet members, visitors, and guests with a warm smile when they arrive to the facility.
2. Have all members, visitors, and guests sign in at the Welcome Desk.
3. Check members into the Aphelion computer system.
4. Help answer any questions about our church, YFC memberships, and programs offered by the Youth and Family Complex.
5. Assist in answering the telephone in a friendly and professional manner. Including transferring phone calls to the appropriate staff member or taking a message.
6. Collect fees and payments from groups and individuals
7. Issue equipment over the counter and equipment storage
8. Give YFC tours to prospective members when requested
9. Enforcing all policies, rules and guidelines of the YFC
10. Monitor the facility to ensure safety and security of all participants
11. Take charge during emergency or disaster situations staying knowledgeable and equipped in all emergency procedures
12. Keeping appropriate Christian music playing in the gym and fitness area at all times
13. Assist program staff with projects, duties or events when called upon and scheduled
14. Assist in inventory, ordering and maintaining and repairing of YFC equipment
15. Assist in the inventory and ordering of YFC goods and supplies
16. Assist in keeping all supply rooms clean and in order for use by staff and/or participants
17. Assist in cleaning the Fitness Room, Group Fitness Room, Cycle Room, Track Area, Gym, Welcome Desk, Food Court, Kitchen and Game Room
18. Keep YFC area clean and put all equipment in the appropriate place.
19. Maintain laundry according to guidelines for workout towels, shower towels, rags and jerseys
20. Show Christ's love and acceptance at all times.
21. Exercise Moments of Ministry when opportunities arise.

Additional YFC Staff Responsibilities:

1. Exercise the full authority as a Supervisor of the Youth & Family Complex in making decisions as to the interpretation of policy and program and in supervision and delegation of responsibilities to volunteers or other staff persons involved in the ministry when the Director, Assistant Director or Program Coordinators are absent.
2. Stress activities and programs within the facility
3. Confer regularly with the Director about the operation, guidelines and procedures of the YFC.
4. Attend meetings and trainings as deemed necessary by supervisor

5. Complete all required trainings including first aid/CPR
6. Act as a spokesperson and representative of those participating in the YFC.
7. Take extra care for any senior citizens when they are using the YFC
8. Interpret to all area ministries and lay people the YFC's Mission Statement, Purpose Statement, philosophy and membership and program opportunities.

General FUMC Staff Responsibilities:

1. Serve as support staff level, which demonstrates a high degree of loyalty to the minister and ministry for which you support.
2. Exemplify values and character consistent with mission and purpose of FUMC and the YFC.
3. Be creative in developing new opportunities of ministry.

Basic Personal responsibilities:

1. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.
2. Maintain proper priorities in your home and be the spiritual support as prescribed in the word of God to your family, spouse and children (if married).
3. Develop personal evangelism opportunities within and outside the church.