

**FIRST UNITED METHODIST CHURCH
YOUTH & FAMILY COMPLEX
TULSA, OK**

Position Description

Welcome Desk Attendant

March 2021

Reports to:

Director of the Youth & Family Complex

POSITION DESCRIPTION

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 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 messages.
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.

Status: Part-Time

Typical Hours: Hours flexible (12-30 per week). Early morning shift.

Hourly pay based on education and experience.

Application Submission: Contact Larry Wright at 918.556.8848 or larrywright@fumctulsa.org to apply.