

FRONT DESK VOLUNTEER

What: Answer phones, check-in patients, assemble premade charts, and front desk duties.

When: Monday-Thursday 9 am-12:30 pm or 12:30-4 pm. Fridays 9 am to noon.

Where: MOJ Office

Key Qualities: Willingness to pray and share the gospel with patients.

Requirements: Able to handle multiple phone lines, greet patients cheerfully and professionally, and take clear and concise messages from patients and others.

Spiritual Gifts: Helps, exhortation/encouragement, mercy, administration

Questions: Nancy Childs, 405.513.7470

Please fill out and submit the volunteer request form on our website at moj.com/volunteer