



<b>Title of Position</b>	Family Room Assistant
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**Supervisor:** Family Room Director

**Hours:** Part Time

**Salary:** Hourly

**Required Meeting Attendance:**

- Church Attendance: Attend Open Door Fellowship church service
- Open Door Fellowship quarterly chapel service
- Open Door Ministries staff meetings (one meeting and one training/month)

### **Job Purpose**

The Family Room is a frontline ministry of hospitality to the homeless and our community for Open Door Ministries. The Family Room Assistant provides a friendly, calm and orderly presence at the Front Desk and the Family Room as a whole.

### **Duties and Responsibilities**

- Front desk receptionist for ODM and ODF
- Greet and assist staff, program participants and others who come to the Family Room
- Answer phones
- Interact with the consumers with grace, mercy and calmness; building relationships and sharing resources as needed
- Coordinate Inventory and distribution of resources, Including Coffee Kiosk, Hygiene and Clothing Resources
- Maintain Family Room cleanliness and assist volunteers to help you
- Assist with administrative duties for FR Director and Pastoral Staff
- Other duties as assigned by the Family Room Director

### **Qualifications**

- Strong working knowledge of PC's, Microsoft Office (Word, Excel) and Google Docs (calendar, sheets, and docs) and strong typing skills must.
- Good written and verbal communication skills
- Good organizational and hospitality skills
- Peer Specialist experience a plus
- Experience in homeless networking and resources in the Denver community
- Strong flexibility and multitasking capabilities are required in this fast moving environment
- High comfort level with sharing your faith, your story, sharing the gospel and praying with anyone who comes to the Family Room

### **Intangibles**

- Lead in being a heartfelt team member of the Open Door Ministries staff

- Have a daily walk with Christ
- Show respect for the leadership and members of Open Door Fellowship and all members of our community
- Cover those in your area of leadership with prayer

### **Work Environment and Physical Demands**

- Work environment is fast moving
- Work environment is both indoor and at a desk
- This job involves sitting, standing and walking
- Ability to move 30+ pounds