

City Ministries  
Volunteer Position Description

**Ministry:** City Gospel Mission, a Division of City Ministries

**Position:** Evening Volunteer Relations Coordinator

**Objective:** Provide direction and assistance to volunteer churches who regularly come to help with evening chapel and serve dinner (“The Diner”). Ensure that volunteers feel welcome and appreciated, and be the point person for assistance when needed.

**Commitment:** One evening per week, 5:45 – 8:00. Minimum of 6 month commitment needed.

**Duties/Responsibilities:**

- Greet and direct volunteers as they arrive to serve dinner or perform the chapel service
- Make sure all volunteers properly sign-in upon arrival
- Act as point person for the church “Team Leader”, or perform the duties of the Team Leader if Team Leader is not present
- Assist with orientation for any new volunteers including sharing the mission of City Gospel Mission, familiarizing volunteers with kitchen, explain team assignments and duties (servers, table hosts, relations builders, clean-up, etc.)
- Remind volunteers of the safety rules (“Do’s and Don’ts) as it pertains to relating to guests of the Mission
- Make sure volunteers are warmly thanked and feel appreciated
- Assist Ministry Facilitator as needed with other tasks (answering phones, etc)

**Qualifications:**

- Follower of Jesus Christ
- Excellent communication and organizational skills
- Excellent relational skills
- Ability to work independently

**Training provided:**

- Volunteer Orientation and Introduction to Poverty training
- General and on the job training with Director

**Location of Job:**

City Gospel Mission, 1419 Elm Street, Cincinnati, Ohio 45202