

City Ministries  
Volunteer Position Description

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

**Position:** Ministry Facilitator Assistant

**Objective:** Provide assistance to staff during peak hours at the Mission. Provide direction to guests and volunteers who come for evening chapel and dinner (“The Diner”) and help facilitate the process of building relationships with our guests.

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

**Duties/Responsibilities:**

- Welcome, greet, and direct guests as they arrive for evening chapel and dinner
- Greet, sign-in and direct volunteers as they arrive to serve dinner or perform the chapel service
- Assist staff with a variety of tasks as needed, including guest sign-in, answering phones, data entry, etc
- Secure the building – ensure that guests are exiting through proper doors and not using emergency exits

**Qualifications:**

- Follower of Jesus Christ
- Excellent communication and organizational skills
- Excellent relational skills
- Dependable and able to follow instructions
- Ability and desire to work with adults from varied economic levels and backgrounds, from volunteers to adults struggling with addictions and homelessness

**Training provided:**

- Volunteer Orientation and Introduction to Poverty training
- On the job training with Ministry Facilitator

**Location of Job:**

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