



High Impact Volunteers

Relations Facilitator

Overview:

Provide support to the Mission's staff while helping to meet the needs of the guests and volunteers who come to the Mission each evening for dinner.

Duties and Responsibilities

- Read the City Gospel Mission Volunteer Handbook
- Attend the "Understanding Poverty" volunteer training
- Become familiar with the Mission and its programs
- Greet and direct guests as they arrive for chapel and dinner
- Greet and direct volunteers as they arrive to help with the chapel and dinner
- Help with sign-in of guests and volunteers
- Assist with answering the phone, data entry, etc.
- Monitor and encourage The Diner volunteers, assisting them as needed

Qualifications

- Good interpersonal communication skills
- Professional appearance
- Willingness to jump in and do what is needed
- A heart and compassion for the homeless and those dealing with addictions and other obstacles

Time Commitment:

Evenings - 6:00 – 8:00 p.m.

One evening per week

Contact:

Robin Wagner, Director of Volunteer Services

volunteer@citygospelmission.org

(513) 345-1026