



# CSC Volunteer Profile

## Resource Facilitator

### Position Summary:

Help guide people to the resources they need. Whether over the phone or in person, you will connect them with the right person, ministry or product they are looking for.

### Ministry Vision:

We exist to partner with the greater church to introduce people to Jesus and help them grow as fully devoted followers of Christ. We aim to create a warm and welcoming space where people can find encouragement, deepen their faith, and be equipped to care for those around them. It is also a place where people can find meaningful gifts for friends and loved ones that reflect the love of Christ.

### Duties & Responsibilities:

- Smile and greet people who come into the church
- Answer the phone with a friendly greeting
- Help guide people in the store and library
- Use computers to check out and in books
- Process sales

### Time Commitment:

- Minimum of twice a month is required.
- Reception is open Monday to Friday 8:15am-4:30pm.
- The Library and Retail store are open Monday -Friday 8:15am-4:30pm, Saturday 4:00pm-8:30pm and Sunday 8:30am-2:00pm.
- We are also open for special events throughout the year.

### Qualifications & Requirements:

- Friendly and personable
- Great phone etiquette and communication skills
- Proficient computer skills-or the willingness to learn
- Retail background is an asset

- Able to make decisions that will help assist guests accordingly

Getting Involved From, Money Handling Agreement, CSC Media Release Form

## Volunteer Benefits:

- Serving in the Resource Centre will give you the opportunity to connect with many members of the congregation and community.
- By helping them connect with the ministries, services and resources they are seeking, you will have the opportunity to share the love of God.

## Gifts:

Administration, Helps, Hospitality