

# **Welcome Our Guests**

#### Overview

Hospitality volunteers assist ministry employees in welcoming and providing gospel-centered care for guests of the Drop-In Program and LifeChange Program.

## Location

Louisville Campus 733 East Jefferson Street Louisville, KY 40202

Park in the lot at the rear of the building (accessible from Jefferson Street) or on either side of the street in front of the building. Use the keypad at the kitchen entrance upon arrival.

# Availability

## Days & Times

- Drop-In Program:
  - o Weekdays from 8 to 11 a.m. or 11 a.m. to 2 p.m.
- LifeChange Program:
  - o Daily from 7 to 10 p.m.

#### Duration

• Entire three-hour shift

#### Frequency

- As little as one shift every two weeks
- As often as multiple shifts a week

#### **Volunteer Demographics**

#### Ages

Adults

#### Quantity

Individuals

## Client Interaction

Volunteers will interact closely with guests of the ministry's Drop-In Program (women and women with young children) and/or LifeChange Program (men).

# **Spiritual Beliefs**

Volunteers must be in full agreement with Re:Center Ministries' core values, statement of faith, and philosophy of ministry. Additionally, volunteers must be a member in good standing of a local church with likeminded beliefs.

# Supervisors

#### **Onboarding & Scheduling**

Community Relations Manager

#### On-Site

- Drop-In Program:
  - o Drop-In Program Coordinator
  - o Program Aide(s)
- LifeChange Program:
  - o Director of Ministry Programs
  - o Program Aide(s)

## **Activities & Responsibilities**

- Check in guests and add new guests to the online database
- Check in/out guests' personal belongings
- Manage schedule for guests to utilize laundry services
- Distribute personal toiletries for guests to utilize shower services
- Build genuinely caring, loving, Christlike relationships with guests
- Share the gospel openly with guests as opportunities arise
- Abide by the Re:Center Ministries volunteer handbook at all times