

The Point/Eastpoint Christian Church

Position Description: Closing and Weekend Host

Reporting To: Executive Pastor

Position Summary:

Hosts welcome people naturally as they come through the door, using discernment when engaging.

Hosts may escort guests to a scheduled event, give tours, and provide information as needed. Hosts work in conjunction with The Point and Eastpoint staff, Mainly Wraps staff, and volunteers.

This is a part time hourly position. Normal work hours would be Monday – Thursday from 5:30 pm to 9:30 pm and Saturday's from 8:00 am to 4:00 pm. Flexing of hours may be required, depending on the activities taking place at The Point. This position may be split between two people to ensure complete coverage of the hours on a consistent basis.

Role and Responsibilities

- Warmly welcome all visitors to The Point.
- Hosts are encouraged to actively engage with guests while focusing on humbly serving.
- Hosts assist people to get to different areas of the building. This may include walking people to their destination.
- Understand the layout and use of the building and know the daily schedule of events.
- Room setup/breakdown for daily events as well as administrative needs.
- Hosts may be asked to help with phone needs.
- Light cleaning and snow removal when required.
- Cafe:
 - Tidy Chairs/Tables
 - Pay attention to trash
- Hosts, when asked, help people to make connections with “next step” opportunities like Discover Eastpoint; Core Values Class; Starting Point; EP Groups, Classes, and Ministries; Outreach Opportunities; and Volunteer Opportunities.
- Hosts may be engaging with challenged populations.
- Host may work as Playscape monitor during their shift, or for a portion as needed.
- Hosts may need to contact first responders in case of emergencies.
 - See red safety manual, playbook, and checkin/out board
- Room set up for events
- Nightly sweep of the building to ensure all people have left and all doors are secured and locked

Skills/Knowledge/Competencies (Behaviors)

- Core Values Partner at Eastpoint Christian Church strongly preferred
- Comfortable interacting with the people in a public setting
- Comfortable working alone in a large facility
- Positive attitude, willingness to learn, open to feedback, and takes a positive approach to problem solving.

Base Physical Requirements:

Code: N=Never O=Occasionally (<20%) F=Frequently (20%-80%) C=Constant

Exposure to Adverse Working Conditions:

Noise, Noxious Odors, Temperature.....	O	Hazardous Materials.....	N
Potentially Threatening Abusive Clients...	O	Communicable Diseases...	O

Physical Conditions:

Close Eye/Hand Work.....	O
Sedentary (continuous sitting).....	F
Light Work (standing, walking, lifting <15 pounds).....	F
Moderate Work (lifting 15-30 pounds, prolonged use of small hand instruments)	O
Moderately Heavy Work (lifting, moving, loading 31-50 pounds).....	O
Heavy/Hard Work (above average strength and stamina, lifting > 51 pounds).....	N

Work Environment:

- Works at a computer at desk in an open, collaborative setting.
- Answer phones, interact directly with guests, volunteers and staff, and relay pertinent messages.