



HOSPITALITY VOLUNTEER APPLICATION

The Eastern North Dakota Synod (EaND) of the Evangelical Lutheran Church in America (ELCA) is looking for warm, energetic and outgoing individuals to staff our hospitality desk. While on duty, volunteers would answer phones; greet and direct visitors appropriately; notify staff of visitor arrival; answer questions; and assist with light administrative duties. While there is no monetary compensation, volunteers are promised to be surrounded with love and appreciation in a fun, faith-filled environment.

Job Description:

- Answer phones and welcomes visitors
- Answer questions
- Assist with mailings, copying
- Help maintain database information
- Other light administrative duties

Core Competencies Required:

- Knowledge of ELCA and EaND
- Professional Manner
- Outstanding people skills
- Strong communication skills, both verbal and written
- Ability to multi-task
- Respect for and adherence to the privacy and confidentiality policies for EaND
- Basic proficiency in Microsoft products

Shifts available:

Monday – Thursday

- 9am-12:30pm
- 12:30-4pm

Please indicate your desired date/times below.

NAME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL ADDRESS:

DESIRED SHIFT(S)

DAY	9am-12:30pm	12:30-4pm
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		

____ I do not wish to have a regularly scheduled shift, but would like to be on the substitute list

OTHER INFORMATION YOU'D LIKE TO SHARE:

Thank- you for your interest!

Please return completed applications to Sarah Baumgarten at sarah@eandsynod.org or

to PO Box 2019, Fargo, ND 58107

Questions? 701.232.3381