



## **Community Bridges Host Job Description**

**Community Bridges Host:** 8 to 15 hours per week (evenings and weekends)

**Mission:** Mobilize everyone's God-given potential to deeply love Christ and their neighbors

**Goal:** Welcome guests and prepare the facility for activities and events during the evenings and weekends

**Reports to:** Associate Director of Community Bridges

### **Job Duties**

- Warmly welcome guests, explain the purpose of the Valley Community Center (including our connection to Valley Church) and serve as a resource for information/guidelines for the facility
- Be available to answer guests' questions, help them out when needed/able to and assist in emergency situations (refer to Emergency Contact Sheet)
- Light lifting and moving (tables and chairs, sports equipment, removable conference room wall, etc.)
- "Allow and instruct" non-program guests who visit and may not be aware of the "open to the public" hours
- Circulate throughout the space during down time to organize, clean up and make sure the building is left the way it was found
- Lock and secure the facility at the end of the evening
- Participate in monthly team meetings (1 hour) and assist with monthly Community Bridges Host scheduling
- Enjoy engaging with our community and creating a hospitable environment for all to love!