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# Building Healthy Families, Inc.



## Welcome/ Hospitality Position

July 2016

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The role of the the Welcome/Hospitality Position is to create a warm, inviting first impression to all volunteers and guests.

### *Responsibilities*

1. Be available to from 9 AM to 10:30 on Saturday mornings during the workshop. Set up and take down the welcome area each week.
2. Greet families and volunteers as they arrive, orient them to the location of room assignments, meals and bathrooms, give out weekly materials and have everyone sign-in and wear a name tag.
3. Have weekly sign-in sheets available for families and volunteers.
4. Optional: May help with registration if you have access to a computer to use google documents for registration information, create and print sign-in forms and name tags.

### *Qualifications*

1. Must be at least 18 years old.
2. Able to provide own transportation to workshop.
3. Responsible, Warm, friendly, organized and dependable.
4. Attend an orientation prior to volunteering.
5. Submit a BHF volunteer application and submit information for a background check.