



Greeter

Greeters are the first face our clients see! They are the face of Operation Love Outreach Ministries and are one of many reasons our clients allow Operation Love Outreach Ministries to serve them.

Duties & Responsibilities

1. Greet clients, donors, volunteers and staff with a smile.
2. Provide positive information about programs and services to community, clients and program guests.
3. Working with a smile and positive attitude with volunteers, staff and donors.
4. Effectively communicate with others verbally and in written form.
5. Operate in a non-judgmental manner when preparing to greet clients, while listening to client stories and when engaging with clients during programs.
6. Maintain client and potential client confidentiality.
7. Exhibit effective time management skills.
8. Perform other duties as assigned with a smile.