**Title of Position** | Family Room Assistant

**Supervisor:** Family Room Director  
**Hours:** Part Time  
**Salary:** Hourly

**Required Meeting Attendance:**  
- Church Attendance: Attend Open Door Fellowship church service  
- Open Door Fellowship quarterly chapel service  
- Open Door Ministries staff meetings (one meeting and one training/month)

**Job Purpose**

The Family Room is a frontline ministry of hospitality to the homeless and our community for Open Door Ministries. The Family Room Assistant provides a friendly, calm and orderly presence at the Front Desk and the Family Room as a whole.

**Duties and Responsibilities**

- Front desk receptionist for ODM and ODF  
- Greet and assist staff, program participants and others who come to the Family Room  
- Answer phones  
- Interact with the consumers with grace, mercy and calmness; building relationships and sharing resources as needed  
- Coordinate Inventory and distribution of resources, Including Coffee Kiosk, Hygiene and Clothing Resources  
- Maintain Family Room cleanliness and assist volunteers to help you  
- Assist with administrative duties for FR Director and Pastoral Staff  
- Other duties as assigned by the Family Room Director

**Qualifications**

- Strong working knowledge of PC’s, Microsoft Office (Word, Excel) and Google Docs (calendar, sheets, and docs) and strong typing skills must.  
- Good written and verbal communication skills  
- Good organizational and hospitality skills  
- Peer Specialist experience a plus  
- Experience in homeless networking and resources in the Denver community  
- Strong flexibility and multitasking capabilities are required in this fast moving environment  
- High comfort level with sharing your faith, your story, sharing the gospel and praying with anyone who comes to the Family Room

**Intangibles**

- Lead in being a heartfelt team member of the Open Door Ministries staff
• Have a daily walk with Christ
• Show respect for the leadership and members of Open Door Fellowship and all members of our community
• Cover those in your area of leadership with prayer

Work Environment and Physical Demands

• Work environment is fast moving
• Work environment is both indoor and at a desk
• This job involves sitting, standing and walking
• Ability to move 30+ pounds