



Volunteer Front Desk Assistant

Caris is looking for an enthusiastic volunteer to help our Administration Team with front desk coverage. Tasks will include greeting clients, answering phones, making appointments, and creating a peaceful atmosphere in the waiting room. You will be the first person to welcome our guests.

Caris Pregnancy Counseling & Resources is a faith-based nonprofit organization whose mission is to see women and children thrive during and after unplanned pregnancy. Our vision is to be a leader in addressing the cultural, social, spiritual and economic essentials involved in unplanned pregnancy. We provide professional counseling to address a number of pregnancy related issues and we also connect women to valuable resources and to various communities of support. All of our services are donor supported and as a result, are FREE to the women and families that we serve.

Who We Are

- We are Christ Followers living on mission
- We are a source of support and serenity for hundreds of women each year
- We provide support to women regardless of their pregnancy decision
- We are a safe place
- We are nimble and adaptable in our approach to service—one size doesn't always fit all
- We are innovative, contemplative, and Christ honoring in all that we do

Who We Are NOT

- We are not political, we do not engage in political arguments or debates
- We are not judgmental, women are not shamed or judged when they come through our doors
- We are not the end of the road; we aim to walk with and support women and children on their journey until the child turns age 5

Who We Are Looking For

- A Christ Follower
 - Someone committed to seeing women and children thrive
 - Someone who understands how issues of race, class, and societal injustices can play a role in a woman's pregnancy decision
 - Someone who is committed to pursuing justice and truth on behalf of the women, children and families that we serve
 - Someone who is flexible, teachable, and willing to serve
 - Someone who is willing to take initiative and decisive action
-

Opportunity Summary

Reports to the Associate Director - Donor Relations and Operations
Loop Location

For front desk support good communication skills, organization skills, and a weekly commitment is required. We will work with you to determine what hours and days work best knowing the time you are able to give will make a huge difference to Caris and the women and children we help. We are grateful for the many extraordinary volunteers who share our mission to inspire hope and empower transformation for women facing unplanned pregnancy.

We are looking for someone to commit to volunteering for a minimum of 4 hours a week for a minimum of 6-12 months. However, there may be opportunities for you to give more/less time.

Responsibilities

- Supporting the Client Services Team with Client intake
- Front Desk Greeting, scheduling, and answering phones
- Checking client in with temperature evaluation
- Contacting Client Services to inform that client is ready and their forms are completed
- Light cleaning to keep waiting room and desk area sanitized

Qualifications & Experience

Candidate must exhibit leadership ability, organizational skills, and flexibility. A successful candidate must be passionate about our mission, the possibilities of what can be accomplished through our model, and will promote a positive work culture. A successful volunteer must also meet the following requirements:

- Welcoming yet gentle disposition
- Basic understanding and familiarity of Google Calendar
- Ability to respond appropriately to phone/chat inquiries according to Caris guidelines

Caris is a Christian non-profit organization. Candidate must be in alignment with the Caris mission, statement of faith, vision and statement of principle. Caris team members must exemplify a committed and consistent walk of faith and dependence on Jesus and have a personal calling to ministry and to the specific mission and vision of Caris. Please submit an application at www.caris.org/serve. **No phone calls.**