

Parking Lot Attendant

First Impressions Team

Position Description:

The First Impressions Team exists to ensure that every person entering the building is greeted and that guests are offered assistance, as appropriate, so that everyone feels important and welcome and is able to find his or her desired destination easily.

The role of the parking lot attendant is to seek out visitors and welcome them to the service. This person will also help direct traffic when necessary.

Position Details:

- Position Type: Volunteer
- May Be Filled By: Church Member
- Minimum Maturity Level: New, Growing Christian
- Spiritual Gifts: Any
- Best Personality Traits: Dependable - Hospitable - Even tempered
- Length of Service Commitment: 1 Year Minimum
- Anticipated Time Commitments: 2 hours per week serving (more during special events) & 1 hour per month training.

Essential Duties & Responsibilities:

- Check the local weather forecast and come prepared to be outside for 30-45 minutes (i.e. wear cool clothes, heavy coat and scarf, rain gear, etc.) People believe you really care when you are out in the rain, snow or heat.
- Check in with the Team Leader to find out your post for the service/event (outside/inside and post).
- Open doors and offer assistance as needed (i.e. disabled, elderly).
- Obtain a radio, parking vest and umbrella (if raining).
- Deliberately seek out and greet people you do not recognize. Be aware that you will be the first person to help guests feel accepted.
- Greet guests in the parking lot and direct them to appropriate entrance; ask their names and offer information and assistance as needed.
- Notify Greeters of guests' names via walkie-talkies.
- Assist the elderly and disabled with church entry as needed.
- Offer to provide an umbrella escort for elderly, disabled and guests if it's raining.

Skill and Experience:

- Physically able to direct and assist with traffic flow in any weather condition
- Enjoy working outside
- Able to present a positive image and assist the disabled with parking and church entry.