

# VOLUNTEER OPPORTUNITY



**Job title:** Biblical Counseling Institute Volunteer

**Division/Department:** Events

**Reports to:** Events Team Coordinator(s)

**Length of Assignment:** Monthly or as need is determined by Events Team

**Length of Volunteer Time:**

BCI Friday – 5:30pm-9:30pm (minimum requirement)

BCI Saturday – 8:30am–12:30pm or 12:30pm-4:30pm (minimum requirement)

**Organization:** HOPE FOR THE HEART is a non-profit Christian ministry with a mission to equip people with biblical principles to renew lives, restore families, revitalize churches and reproduce influencers-worldwide. To accomplish this mission we produce radio broadcasts, Bible-based counseling resources, provide training on peer-to-peer biblical counseling, discipleship and leadership development.

**Location:** We're located in Plano, TX (Hwy. 75 @ George Bush Freeway). HOPE FOR THE HEART offers a smoke-free, drug-free workplace with an atmosphere of genuine care and support of one another.

**Position Summary:** Provide Events Team support during Hope Biblical Counseling Institutes.

**Major responsibilities:**

- Pre-Event
  - Straighten out chairs
  - Distribute attendee materials on seats/tables according to specifications of BCI staff
  - Food preparation
  - Set-up registration area
- Event Execution
  - Greet guests in lobby
  - Direct guests to conference room and Hope Center Book Nook
  - Staff registration tables
  - Restock refreshments as needed
  - Receive lunch delivery and prepare tables for attendees (Saturday only)
  - Usher people back into conference room at end of breaks
  - Answer attendee questions
  - Open/close doors at beginning/end of breaks
- Event Conclusion
  - Collect evaluations, registrations, name tags
  - Clear away perishable items

**Additional Qualifications:**

- Professional appearance and manner
- Good verbal communication skills
- Able to sit/stand for long periods and/or lift up to 20 pounds
- Ability to work independently as well as accept direction of the Events Team/other ministry staff
- Able to have a flexible approach to changing needs and situations

**Contact:** Volunteer Coordinator- [tussery@hopefortheheart.org](mailto:tussery@hopefortheheart.org)