



Community Bridges Host & Café Associate Job Description

Community Bridges Host: 8 to 15 hours per week (evenings and weekends)

Café Associate: 8 to 15 hours per week (weekdays + occasional evenings/weekends)

Mission: Mobilize everyone's God-given potential to deeply love Christ and their neighbors.

Goal: Welcome guests and prepare the facility for activities and events during the evenings and weekends.

Reports to: Associate Director of Community Bridges

Job Duties

- Warmly welcome guests, explain the purpose of the Valley Community Center (including our connection to Valley Church) and serve as a resource for information/guidelines for the facility
- Be available to answer guests' questions, help them out when needed/able to and assist in emergency situations (refer to Emergency Contact Sheet)
- Serve drinks and snacks at the café
- "Allow and instruct" non-program guests who visit and may not be aware of the "open to the public" hours
- Circulate throughout the space during down time to organize, clean up and make sure the building is left the way it was found
- Lock and secure the facility at the end of the evening
- Participate in monthly team meetings (1 hour) and assist with monthly Building Supervisor scheduling
- Enjoy engaging with our community and creating a hospitable environment for all to love!

Attire

- Expected dress code is the VCC t-shirt along with long or short pants and athletic shoes.