



Hope Floats 2009 Job Description

GREETER

Mission Statement

It is the mission of Hope Floats to act as a responsible business role model and inspire our community to join in supporting the needs of Josephine County citizens through mindful giving that creates opportunities for multiple non-profit organizations and community improvements.

Responsibilities:

Welcome and greet guests after check-in at the front desk
Orientate guests to their welcome packet and the facility
Answer general questions
After guest check-in is completed - remain at designated stations for general guest service (answer questions, provide event information, offer assistance)

Physical Requirements:

Be able to stand for a long period of time

Requirements, Skill and Abilities:

Extraordinary interpersonal and communication skills
Ability to project a positive, professional image at all times
Genuine affinity for helping others
Confidence

Training

Requires one training session at Hellgate Excursions to review scope of event, information download and Q & A – 1 hour
One trip to the OK Corral for Orientation – 2 hours
Product Knowledge: Requires review and study of auction items on display (approx. 1 hour)

Total Time Commitment: 10 hours

Training time: 4 hours
Event: 6 hours

Attire: Professional