

## **CEC Welcome Center Intake Specialist**

**Days & Times:** Mondays – Fridays – 8:45am- 1:00pm

Tuesdays 5:30pm- 7:30pm (starting January 18)

**Location:** CEC main campus (directly across the Hills Church)

6250 NE Loop 820 North Richland Hills, Texas 76180 (817) 281-1164

### **Job Requirements:**

Volunteers needed are age 18 and up with typing skills, computer skills, and great customer service!

Spanish Speaking (would be great!)

Complete a background check

### **Volunteer Duties:**

Volunteers will greet guests that are waiting for groceries, input data, and process registration forms.

This is a long-term commitment to volunteer once a week for an ongoing period.

Please contact Volunteer Coordinator Tori Queen, [toriq@cechope.org](mailto:toriq@cechope.org) to schedule your first day!

All volunteers are appreciated as they further the CEC's mission to empower people. Thank you for volunteering with us!