



142 Center Street
Brewer, Maine 04412

(207) 561-9444
bangorrecovery@gmail.com
HYPERLINK "<http://www.BangorRecovery.org>" www.BangorRecovery.org

Volunteer Front Desk/Greeters Bangor Area Recovery Network

Volunteer Position Title: Front Desk/Greeters

Organization: Bangor Area Recovery Network (BARN), Brewer, Maine

Organization Details: The Bangor Area Recovery Network (BARN) is a peer-run and oriented recovery center, located in Brewer, Maine. BARN views recovery as a process of change through which an individual achieves improved health, wellness and quality of life. Recovery is a process of transformation in which we seek to overcome the harmful effects of a disease or debilitating condition and pursue a better life. The BARN works with the community to meet its goals. All are welcome.

Position Description: Front desk volunteers keep the BARN running smoothly by keeping it clean, responding to patrons' needs, and upholding the mission of the BARN. Front desk volunteers also provide peer support to anyone who enters the BARN in need, whether they are a long-time patron or visiting for the first time.

Essential Duties and Responsibilities:

- Greet anyone who walks into the BARN
- Answer the phone and record and deliver messages
- Write receipts for rent and other payments
- Sell concessions, handle money, and accurately keep an updated total of the cash box
- Maintain the cleanliness of the BARN: clean bathrooms, vacuum carpets, sweep and mop tile, wipe down tables before and between meetings, and other tasks as needed
- Make and sell coffee
- Provide peer support and information to all patrons as needed

Training Requirements: Front desk volunteers must attend an orientation provided by the Volunteer Coordinator, followed by x training shifts with an experienced front desk volunteer.

Other requirements: Attend monthly volunteer meetings held by the Volunteer Coordinator. Maintain sobriety on and off the job.

Length of Commitment: Minimum of 6 months

Time Involvement: Minimum of 3 hours per week

*Recovery is a process
There are many pathways to recovery
Recovery overcomes shame and stigma
Supporting recovery is a community responsibility*

Last updated Dec 2017

Location: Bangor Area Recovery Network (BARN) 142 Center St. Brewer, Maine 04412

Contact/Supervisor: Sharon Fields, BARN Volunteer Coordinator

For more information or to sign up as a volunteer, contact: Sharon at The BARN; 561-9444,
Cell: 949-5641, sharon@bangorrecovery.org

*Recovery is a process
There are many pathways to recovery
Recovery overcomes shame and stigma
Supporting recovery is a community responsibility*

Last updated Dec 2017