

# Door to Wellness Concierge

**Supervisor:** Amanda Wolfe

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**Time Commitment:**

Programs run from

- Monday 1 p.m. to 7:30 p.m.
- Tuesday 9:30 a.m. to 7: 30 p.m.
- Wednesday 9:30 a.m. to 3:30 p.m.
- Thursday 9:30 a.m. to 7:30 p.m.

Shifts available: We ask that volunteers sign up for a minimum of two 3-hour shifts per month.

**Location:** Little Red Door Cancer Agency—1801 N. Meridian St. Indianapolis, IN 46202

**Overall Responsibilities:**

Door to Wellness offers free massage and yoga classes to cancer patients/survivors, their caregivers, and medical providers. Programming has expanded over the years to include nutrition education, cooking classes, and other group activities to promote physical, social, and emotional wellbeing among those in attendance. The Door to Wellness Concierge is responsible for completing program paperwork, keeping the social room stocked, interacting with clients, and monitoring the overall flow of the program.

**Specific Activities of the Position:**

- Initial program setup
- Greet participants
- Assist with initial paperwork
- Explain program to clients
- Assign appointment times
- Assist the instructors and clients with any needs or questions
- Refill snacks and drinks
- Clean up after program
- Ensure all documentation is complete.

**Background and Skills Required:**

- Great customer service
- Organization skills
- Ability to multi-task
- Ability to work with diverse populations

**Screening Requirements:**

Must be willing to submit to a background check.

**Orientation/Training to be Completed:**

Must complete an initial agency orientation.