



*Administration*

## **RECEPTIONIST – PART TIME**

**Overview:** The Receptionist provides a consistent and welcoming presence at the front desk, greeting all who enter and all who call in a kind and caring manner consistent with a Christ-like attitude and provides assistance in connecting them with the appropriate staff member or information.

**Reports to:** Children's Director

### **Description and Responsibilities:**

Receptionist is a part-time position that with front desk responsibilities. Duties are as follows:

- Maintain a consistent and professional presence at the front desk, greeting all who enter
- Answer telephone and direct calls appropriately for the church and Clearly Kids Christian Academy
- Ensure front desk coverage if away from post
- Responsibility for retrieving and sorting incoming mail, adding postage and mailing outgoing correspondence, and maintaining the postage meter
- Maintain supply closet and provide a list of supply needs to pastoral assistant
- Maintain copier (and contact service technician as needed)
- Maintain a neat and business like appearance for the front desk and lobby area
- Maintain attendance pads
- Produce, edit, and prepare weekly bulletins
- Assist staff with light secretarial duties
- Other duties as assigned

**Time Commitment:** 20 hours/week, during office hours of 7:30am-5:30pm, Monday-Thursday; time to be split with another part-time receptionist and scheduled by supervisor

**Vacation Time Allotment:** 2 weeks paid vacation

December 2017