

## **JOB DESCRIPTION**

# **Receptionist**



The Receptionist is committed to honoring Christ by encouraging, working with and loving students in God's truth. The Receptionist is the first point of contact for all parents, staff and children. As the face of Cherry Hills Christian, the school receptionist is always welcoming, personably, helpful, and able to represent the school in a professional and friendly manner.

*Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. Fully Known, Fully Loved, Fully His...Heart, Soul, Mind, Strength.*

## **RESPONSIBILITIES**

### **Model a Growing and Vibrant Relationship with Christ**

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

### **Demonstrate Commitment to Cherry Hills Christian School**

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

### **Efficiently Work with and Lead Alongside Other School Administrative Staff**

- Answers phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the school
- Manages telephone message systems, including office hours, inclement weather updates and other recorded messages
- Receives visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Responds to inquiries with basic information about the school and provides directions as required
- Locates students needed for early pickup and retrieves them in a timely manner; directs students who enter the building after the start of the day to their classrooms
- Communicates effectively, orally and in writing
- Honors confidential information

### **Cultivate Positive Relationships with Children and Families**

- Connect relationally with children and families in all interactions
- Greet all incoming students, families and guests respectfully and professionally
- Maintains excellent communication with Parents of children, providing opportunities for concerns to be shared and overseeing solutions
- Provides for children's needs such as helping attend to students who are sick, hurt or need help; assist with routine problems and refer non-routine problems to a supervisor
- Pray for the children and families you serve

### **Ensure Accurate, Timely Response to Communication Requests (Phone or Email)**

- Manage email, voicemail, and communication requests in a timely, thorough manner
- Build trust by maintaining confidence of information
- Respond to all communication with professionalism, discretion, and a service orientation

### **Other Administrative Responsibilities**

- Is knowledgeable of Cherry Hills Christian policies and procedures to assist with day-to-day operations
- Works with the security team to ensure all safety policies and procedures are followed.
- Assists in overseeing the maintenance of a clean, safe environment for school operations.

### **Demonstrate a Commitment to Growth**

- Receive and apply training and development from the Head of School and other professional development opportunities
- Attend department and all-staff meetings
- Demonstrate teachability and receptiveness to feedback

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

### **Perform Other Duties and Tasks as Assigned**

## **SPIRITUAL GIFTS**

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Service, Administration and Mercy

## **QUALIFICATIONS**

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to the mission statement, values, and faith statement
- Must be able to uphold and support the mission statement, values, and faith statement
- A minimum of two years of experience preferred
- Familiarity with databases and Microsoft Office required
- Must be able to pass a criminal background check
- Professional attitude and appearance
- Proficient written and verbal communication skills

## Receptionist



- Ability to be resourceful and proactive when issues arise
- Multitasking and time-management skills, with the ability to prioritize tasks

**POSITION TYPE:** Full-time, Non-exempt

**HOURS PER WEEK:** Monday – Friday; 7:30am – 4pm. (Follows the school calendar)

**PAY RANGE:** \$19.00 - \$22.50 p/h

**BENEFITS:** Medical, Dental, Vision, 403(b), Vacation, Sick leave