

### JOB DESCRIPTION

Title: Receptionist FLSA Status: Non-Exempt	Reports to: Director of Academy
Department: Academy for Children	Date: August 2021

**SUMMARY:** The Receptionist will be responsible for the reception desk, carrying out general administrative duties that will support the effective and efficient operation of the Academy for Children.

#### ESSENTIAL RESPONSIBILITIES/FUNCTIONS

1	Be the first point of contact for all entering the Academy and creating a warm, safe and welcoming environment.
2	Answering phone, emails and provide guidance to families and visitors on a daily basis.
3	Keep necessary information, including but not limited to enrollment packets, tuition assistance application forms, resource lists, schedules, calendars, etc. updated, organized and easily accessible.
4	Ensure that all families sign their children in and out during arrival and dismissal times.
5	Maintain a sign-in log for all visitors and volunteers to the building.
6	Maintain and update the video messaging for families and the information boards for families and staff.
7	Perform clerical duties as assigned by the administrative staff of the Academy.. These tasks may include but not limited to: data entry, word processing, filing, mail assembly, phone calls to families and record-keeping functions.
8	Type letters and reports, address envelopes, cards and labels, and file correspondence as assigned.
9	Sort and distribute incoming mail and prepare outgoing mail for the Academy.
10	Maintain inventory of basic office supplies and ensure stocked and available to all staff.
11	Assist families with tuition payment on Procure system and provide written receipts for monies received.
12	Maintain an orderly, clean, and attractive workspace that is efficient and friendly.
13	Maintain a business like atmosphere in the front lobby and at the receptionist station. Assist with maintaining the hallway, entryway and bathrooms free from clutter.
14	Understand and support the safety, health and well-being standards and protocols for all children, staff and families at the Academy.
15	Translate documents as needed for the program to share information with families.
16	Assist in setting up and cleaning up from academy events
17	Be punctual and keep scheduled hours as assigned.
18	Other duties as assigned by the supervisor



**KEY COMPETENCIES/SKILLS**

- Computer Literate in Microsoft Word, Outlook and Excel
- Excellent Organizational and Communication Skills
- Strong Interpersonal Skills
- Problem-Solving Proficiency
- Ability to Perform Multiple Tasks and Prioritize Work
- Attention to Detail

**POSITION REQUIREMENTS:**

- Minimum of high school diploma or equivalent.
- Bilingual English/Spanish

**ADDITIONAL REQUIREMENTS:**

- Attitudes, knowledge and skills to deliver culturally competent services.

No. of Direct Reports: 0	No of Indirect Reports: 0

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

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