

## Job Description

- Position:** Receptionist/Administrative Secretary (Rec Wing)
- Classifications:** Part Time, Support Staff, Non-Exempt
- Reports To:** Director of Recreation Ministries
- Evaluation Due:** Annually by Supervisor
- Supervises:** Rec Wing Front Office
- Physical Demands:** Requires prolonged sitting, some bending, stooping, stretching, standing and lifting up to 50 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, calculator, typewriter and other office equipment. Requires normal and/or correctable range of hearing and vision.
- Work Conditions:** Work in office environment, involving contact with staff and the congregation. Work requiring deadlines and with multiple interruptions may be stressful at times, and may involve dealing with angry or upset people.
- Regular work week is Monday through Friday, or as otherwise scheduled. This position is accounted as a Rec Wing expense; benefits, if any, are Personnel Committee expense.
- Staff Liaison:** Recreation Ministries Committee when needed
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### Job Objective

Performs all necessary front-office duties which includes the greeting of all visitors and guests by telephone and at the front desk. Provides secretarial and administrative services to other staff as time and abilities permit. Administrative duties and program development is integral.

### Qualifications

Undergraduate degree and/or training in front-office environment or equivalent training. Possess good communication skills (written & verbal), ability to work well with people, ability to function in a busy environment with multiple interruptions, orientation to detail. Computer literacy is a plus. Familiarity with typical Christian church program activities is preferred.

**Duties and Responsibilities**

**I. Reception**

- a. Answers all incoming calls and processes calls appropriately.
- b. Receives all visitors to the Rec Wing and announces visitor arrival to the staff member. Promotes memberships and opportunities to visitors.
- c. Maintains Rec Wing secured door.
- d. Secures work area before departure each day.
- e. Engages security and behavioral issues of entrants, supported by Director.
- f. Is up-to-date on ministries and current staff of the church.

**II. Administrative Assistant**

- a. Provides administrative support to Rec Wing Ministries.
- b. Maintains office and equipment supplies for Rec Wing desk.
- c. Takes Rec Wing Use requests.
- d. Assists in training and scheduling of volunteers.
- e. Coordinates affiliate membership (registration, inquiries, statistics, nametags, annual renewal fee)
- f. Receives all program registration and fees.
- g. Maintains and prepares documentation (Rec Wing desk manual, usage logs, promo materials, bulletin boards, reservation logs, etc.)
- h. Serves as backup for other secretarial staff.
- i. Assists Director of Recreation Ministries with payroll, payables, accounting, and other such tasks.

<p><i><b>This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by your supervisor.</b></i></p>
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*I have read the above and agree to its provisions:*

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_