

Title: Weekend Front Desk Receptionist

Position: Part Time; one or two days each month from 10:00 AM to 4:00 PM on Saturdays and/or 12:30 PM to 4:30 PM on Sundays

Benefits:

- Eligible for 403(b) retirement plan after 700 hours of employment during a single calendar year.
- Mid-day meal at reduced cost on scheduled work day. (Must order in advance.)

Organizational Relationships: Reports to Administrative Coordinator.

Summary

Works independently on weekends. Supervised by Administrative Coordinator. Works in consonance with Director of Christian Science Nursing at all times regarding calls for admissions and other Christian Science nursing, Rest and Study, or Residential inquiries. Wholeheartedly supports and is daily expectant of Christian Science healing.

Work Performed:

- Opens front entrance and office on Saturdays at 10:00 AM, Sundays at 12:30 PM. Takes phone off "Night" mode; turns on computer.
- Answers and routes all incoming telephone calls and assists visitors.
- Maintains strictest confidence at all times regarding all calls, visitors, guests and activities at Lynn House.
- Receives, distributes, and forwards mail (except mail from Christian Science Publishing Society).
- Performs administrative support, including photocopying, composing letters, and assisting with mailings. (Every other week, responsible for copying and distributing staff time sheets. On Sundays, responsible for making Bible Lesson print-outs for following week).
- Marks Bible Lesson books for Christian Science nursing floor and Library for next week's Bible Lesson.
- Maintains receptionist files as needed.
- Other duties as assigned.

Qualifications:

1. Membership in The Mother Church or regular attendance at a Christian Science Sunday School or Branch Church. (Membership in The Mother Church and Class Instruction preferred.)
2. Computer skills.
3. Experience greeting guests and answering multi-line phone would be helpful.