

JOB DESCRIPTION

Title: Front Desk Receptionist

Position: Part-time. Flexible hours. Coverage is needed: Monday—Friday 9:00am—5:00pm; Saturday 10:00am—4:00pm; Sunday 12:30pm—4:30pm. Hours are flexible since this is a shared position and coverage is coordinated with other staff members.

Benefits:

- Eligible for 403(b) retirement plan after 700 hours of employment during a single calendar year.

Organizational Relationship: Reports to Director of Operations

Summary

Responds thoughtfully and appropriately to all callers and visitors. Provides administrative support. Wholeheartedly supports and is daily expectant of Christian Science healing.

Work Performed:

- At beginning of shift, opens front entrance and takes phone off “night mode.”
- Answers and routes all incoming calls and welcomes visitors for all departments. Is courteous, thoughtful, and dignified at all times as a Lynn House representative.
- Maintains strictest confidence at all times regarding all calls, visitors, guests and activities at Lynn House.
- Ensures that admissions calls are transferred promptly to our Director of Christian Science Nursing, Director of Visiting Christian Science Nursing, or Executive Director.
- Receives, distributes, and forwards mail.
- Provides administrative support, including photocopying, composing letters, and assisting with mailings.
- Maintains receptionist files as needed.
- Other duties as assigned.

Qualifications:

- Membership in The Mother Church or regular attendance at a Christian Science Branch Church
- Class Instruction preferred
- Computer skills
- Experience greeting guests and answering multi-line phone would be helpful

Received by: _____ Date: _____