

## **JOB DESCRIPTION**

**POSITION:** Receptionist/Administrative Assistant **NON-EXEMPT**

**REPORTS TO:** Administrative Team Leader

**STATUS:** Shared

**INCUMBENTS:** Kim Harcrow and Gwen Lindsey

### **RESPONSIBILITIES:**

1. Serve as the first point of contact for all telephone callers and visitors to the church office. Provide a friendly, warm, and hospitable environment where guests' needs are heard, assessed, and fulfilled by providing church program information or directing them to a staff member. For calls for which the staff member is not available, take messages and transmit via voice mail or email.
2. Provide information internally regarding the schedules of staff members, such as expected arrival times.
3. Invite, equip, and celebrate volunteers who serve at the receptionist desk during administrative staff meeting, staff lunches, vacation time, and other occasions as necessary.
4. Place phone calls to members to remind or inform them about meeting dates and times.
5. Accept and sign for deliveries, such as UPS, and direct package to the attention of the addressee. When deliveries of food, toys, books, or other types of goods are brought to the office, ensure that they are directed to the appropriate location and the appropriate staff member or lay member is notified.
6. Provide administrative and secretarial support to the program staff members, including flyers, calendars, posters, correspondence, and phone calling.
7. Prepare weekly worship prayer requests report and weekly prayer list for staff meeting. Update the Intercessory Prayer section of the website.
8. Perform other duties as assigned by Administrative Team Leader, program staff members, or the pastors.
9. Order all supplies for Hyde Park location.
10. Record sales of books from Café when it is not open using Square or a voucher.

## **REQUIREMENTS:**

### ***Education/Training***

1. Working knowledge of word processing concepts and skills using Microsoft Word, spreadsheet applications using Microsoft Excel, and Internet applications, such as the My Hyde Park database system.

### ***Personal Characteristics***

1. Is committed to the mission and vision of Hyde Park United Methodist Church.
2. Demonstrates an enthusiastic, energetic work ethic. Accomplishes tasks in an accurate, cost effective, and timely manner, with minimum supervision.
3. Is warm-hearted. Treats staff and congregation members and visitors with warmth, respect and dignity.
4. Seeks innovative solutions to challenges. Exercises sound judgment and comes to reasoned conclusions.
5. Is a team player, has a “can do,” “how can I help?” attitude.
6. Maintains a high level of confidentiality within the staff and congregation.