

<b>Job Title:</b>	<b>Front Desk Receptionist</b>	<b>Job Category:</b>	Support Services
<b>Location:</b>	Depoe Bay, OR	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	\$11.00/hr.	<b>Position Type:</b>	Part-time: 10-15 hrs./wk. Mon – Fri –3pm-6pm
<b>Contact:</b>	Heide Lambert, 541-765-8990	<b>Date:</b>	9/6/16
<b>Applications Accepted:</b>			
<b>IN PERSON AT KIDS ZONE, BY STANDARD MAIL OR EMAIL:</b>		<b>MAIL:</b>	
<b>Subject Line:</b> Front Desk Receptionist Position		Heide Lambert	
<b>Attention:</b> Heide Lambert, Assistant Executive Director		Neighbors For Kids/ Kids Zone	
<b>Email:</b> heide.nfk@gmail.com		634 SE Highway 101	
		P. O. Box 942	
		Depoe Bay, OR 97341-0942	
<b>Job Description</b>			
<b>PURPOSE OF THE POSITION</b>			
The purpose of the Front Desk Receptionist position is to perform a variety of duties that help keep the Kids Zone After School Program running smoothly and efficiently.			
<b>ROLE AND RESPONSIBILITIES</b>			
This position provides administrative support to the staff of the Kids Zone. Specific duties are to:			
<ol style="list-style-type: none"> <li>1. Greet visitors; answer telephones, take and deliver accurate messages via phone, answer machine and in person; may run errands. Provide accurate information to students, parents, staff, and others.</li> <li>2. Maintain database of Kids Zone members; take attendance; prepare attendance reports.</li> <li>3. Coordinate member transportation to and from the Kids Zone.</li> <li>4. Operate a variety of office equipment, such as copiers, fax machines, and computers.</li> <li>5. Maintain paper and computer files pertaining to members of the Kids Zone.</li> <li>6. Prepare or produce correspondence and other documents.</li> <li>7. Process parent billing, accept payment via cash, check, and credit card machine.</li> <li>8. Maintain public calendar of activities at the Kids Zone, including daily activities, events, field trips, guest visits, etc.</li> <li>9. Attend weekly staff meetings and daily “huddles.”</li> <li>10. Take inventory of equipment and supplies. Order supplies when stock is low.</li> <li>11. Assist with fundraising projects or parts of projects, as assigned.</li> <li>12. Other duties as assigned.</li> </ol>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
High school diploma; minimum of one-two years of experience in clerical office work; keyboarding at minimum of 40 wpm; experience using MS Office; positive attitude; ability to work cooperatively with coworkers and supervisors; excellent organizational skills; strong ability to multi-task; ability to maintain regular, consistent attendance, be punctual, and present a neat and clean personal appearance; adherence to relevant health and safety procedures.			

APPLICANT MUST PASS A CRIMINAL BACKGROUND CHECK, AS REQUIRED BY THE STATE OF OREGON CENTRAL BACKGROUND REGISTRY, AS PART OF THE APPLICATION PROCESS.

***Neighbors For Kids is an Equal Opportunity Employer.  
Accommodations available upon request.***