



small steps nurturing center

Receptionist - Depelchin

Department: Program

FLSA Status: Non-Exempt

Job Status: Full Time

Reports To: Program Director

Works closely with Volunteer Services Manager

Amount of Travel Required: None

Positions Supervised: None

Work Schedule:

7:45 a.m. – 4:15 p.m. (30 minutes for lunch) Mondays - Fridays. The position may require some evening and/or Saturday commitments throughout the year. In July, the position will office primarily at the Jensen campus.

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

Provide support for all aspects of the program: greeting visitors and answering phones, assisting in the classroom, coordinating and monitoring volunteers, and coordinating campus-wide events.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Classroom Support

- Assists in the classroom, on the playground, and in the cafeteria, as needed

Front Office Support

- Answers phones and fields calls
- Greets visitors at the door
- Prepares all morning drop off and afternoon dismissal documents for students and teachers; facilitates morning drop off and afternoon dismissal (DePelchin campus only)
- Monitors and tracks parent volunteer hours (DePelchin campus only)
- Prepares and distributes fliers and information for parents/families (both campuses)
- Monitors the inventory of site materials, supplies, and equipment; stocks supplies and organizes teacher work room weekly (DePelchin campus only)

Volunteer Support

- Schedules and oversees volunteers (including buddies) (DePelchin campus only)
- Assists with volunteer training, as needed
- Develops volunteer placements with the Volunteer Services Manager, and leads and monitors the volunteer activities for individuals and volunteer groups
- Implements and enforces Small Steps' volunteer policies to ensure the safety of Small Steps students, including overseeing and monitoring interactions between volunteers and students
- Facilitates the relationship between Small Steps and individual volunteers and volunteer groups

- Works with Volunteer Services Manager at Jensen campus to ensure consistency of volunteer program and execution of events
- Maintains volunteer information in tracking software
- Electronically tracks volunteer numbers for grant reporting

Schoolwide/Campuswide Event Support

- Coordinates field trips for classes on both campuses; attends field trips when necessary
- Assists with planning and implementation of parent education programs, as directed by the Director of Student and Family Support
- Coordinates Christmas gift sponsorship program for the Depelchin campus students and families
- Records and reports grant statistics monthly
- Coordinates in-kind donation receipt and acknowledgment with Development Office
- Prepares graduation certificates (DePelchin campus only)

Other Program Support

- Checks vans when they return to school
- Drives or rides a van as needed
- As directed by the Program Director and Volunteer Services Manager, coordinates numerous Small Steps special events for students and families, including donor field trips
- Other duties as assigned by the Program Director

POSITION QUALIFICATIONS

Competency Statement(s)

- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Team Builder - Ability to convince a group of people to work toward a goal.

SKILLS & ABILITIES

Education:

High School Graduate or General Education Degree (GED): Required

Other Requirements:

Preschool Environment: This position will office at our preschool located at 1709 Depelchin Drive in the inner city of Houston.

Driving credentials: Must possess a valid driver's license and current automobile insurance.

Passion for the mission of Small Steps Nurturing Center, which is to provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	F
Sit	F
Reach Outward	O
Reach Above Shoulder	O
Speak	F

Lift/Carry

10 lbs or less	O
11-20 lbs	O

Push/Pull

WORK ENVIRONMENT

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.
I can perform the essential functions of this job with or without accommodation.

Employee
Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.