



*small steps nurturing center*

## **Receptionist - Gulfton**

**Department:** Program (Non-teaching)

**FLSA Status:** Non-Exempt

**Amount of Travel Required:** None

**Work Schedule:**

Monday through Friday 7:30 am – 4:15 pm (45 minutes for lunch), Year-round

**Job Status:** Full Time

**Reports To:** Campus Director

**Positions Supervised:** None

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### **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**

Greets and directs all visitors either in person or on the phone; takes messages, answers general inquiries; performs a variety of clerical tasks as assigned by the Campus Director.

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### **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)**

Front Desk Manager

- Answers phones and fields calls
- Greets visitors at the door
- Checks and sorts mail and delivers to staff members
- Signs for deliveries and notifies staff of deliveries

Student and Parent Liaison

- Prepares daily student sign-in and sign-out sheets
- Maintains attendance records
- Monitors and tracks parent volunteer hours
- Prepares and distributes fliers and information for parents/families
- Assists students outside at morning drop off and afternoon pickup
- Assists parents with completion of forms, during enrollment and as needed

Transportation Coordinator, when needed

- Communicates with parents re: need for transportation
- Assists in making decisions re: transportation
- Troubleshoots issues with parents and staff
- Prepares van sign-in sheets and prepares van clipboards for each Monday
- Checks vans when they return to school

Aftercare Coordinator, when needed

- Communicates with parents re: need for aftercare
- Collects parent tuition for aftercare and maintains records of tuition paid
- Communicates with parents re: past due tuition

Administrative Assistant

- Assists with contacting maintenance and repair vendors
- Coordinates in-kind donation receipt and acknowledgement with Development Office
- Inventories student and teacher supplies twice a year and communicates needs to the Program Specialist
- Assists with coordinating professional development training and materials required during in-service and ongoing monthly trainings
- Other administrative support duties as assigned by the Program Leadership Team

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Team Work - Ability to work in a team

## SKILLS & ABILITIES

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

**Experience:** Experience in a school environment preferred

**Computer Skills:** Proficiency in Microsoft Office

### Other Requirements:

Courteous, professional manner to interact with Small Steps' children, families, donors, Board members, volunteers, etc.

Effective multi-tasker who enjoys handling a wide variety of activities

*Preschool Environment:* This position will office at our preschool located at 6856 Bellaire Blvd in the inner city of Houston

## PHYSICAL DEMANDS

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

### Physical Demands

Stand	O	<b>Lift/Carry</b>	10 lbs or less	O
Walk	F		11-20 lbs	O
Sit	F			
Reach Outward	O	<b>Push/Pull</b>		
Reach Above Shoulder	O			
Speak	F			

## 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.

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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.