

# Trinity United Methodist Church

## Job Description

**POSITION TITLE:** Main Entrance Receptionist

**Date:** May 2020

**Reports to:** Office Manager

**Purpose:** To greet weekday visitors, keep the church secure and provide support to the Office Manager with office activities

**Hours:** part time 30 hours/week

### **PRIMARY DUTIES:**

1. Responsible for greeting weekday visitors at the main entry in a hospitable, respectful and dignified manner; directing visitors to correct office/person for appointments or assistance; make necessary referrals to Salvation Army and be aware of the comings and goings of visitors and church staff.
3. Maintains strictest confidentiality concerning personal information regarding church members/visitors.
4. Oversees the sign-in/sign-out process for church and assists childcare clients with their sign-in/sign-out procedure; makes copies of sign-in sheets as needed (Child Care Office provides sheets for CCCC). Maintain book daily.
5. Answers telephone by the 4<sup>th</sup> ring as back up to the Office Manager, screens calls, transfers calls to appropriate staff and takes messages for staff.
6. Lists daily activities and meetings on white board in entry. Prepares and posts the Sunday worship and activity schedule on the white board on Friday.
8. Maintains office space in a neat and organized condition.

### **AS NEEDED DUTIES:**

1. Prepares and maintains name tags for Welcome Center, Membership, Greeters.
2. Creates inserts and brochures as needed.
3. Fills in for Office Manager for vacations, personal and sick days; answers phone, prepares bulletins, MediaShout, calls hospitals. Assists with impromptu office duties.
4. Secretary to the Ronald W. Richards Music Series Team-creates posters, flyers, programs, mailings for promotion of concerts (at least 3 times a year).
5. Signage for activities, building/doors, funerals (easel frames).
6. Bulletin boards-entry Community Events and Trinity Events, Parlor Hall
7. Schedule altar flowers-send letter for standing orders-create chart for sign-up and Office Manager each year.
8. Performs other office duties as assigned.

**SKILLS DESIRED:** Works well with people; takes messages accurately, has working knowledge of computer and computer software of word processor, spreadsheet and data base.

**EDUCATION DESIRED:** Minimum of high school diploma

**CONTINUING EDUCATION DESIRED:** Various seminars and workshops as assigned.