

JOB DESCRIPTION

Job Title:	Receptionist
Hours Per Week:	16
Reports To:	Human Resources Director

Job Overview:

The Receptionist will give oversight to Riverwood's front desk under the supervision of the Human Resources Director, as guided by the Lead Pastor. It will be the task of the Receptionist to create an atmosphere that is warm and welcoming for staff and guests. The Receptionist will efficiently and courteously manage communications and other tasks assigned to the reception desk.

Time Requirements:

The Receptionist must be available to work regularly scheduled shifts during general office hours, 9:00am to 5:00pm Tuesday to Friday.

Responsibilities:

- Answer incoming calls to the general office line and front door; respond to guests efficiently and courteously.
 - Manage general church email and voicemail box.
 - Oversee the day-to-day tasks pertaining to the church database.
 - Ensure the second floor space visible to the public is clean and well maintained.
 - Distribute incoming mail.
 - Report monthly metrics for Riverwood's records (weekly attendance).
 - Oversee staff printing – manage large print requests and generate monthly reports.
 - Maintain inventory of office supplies and water; order supplies as needed.
 - Complete Lead Pastor's expense reports accurately and efficiently.
 - Create and send weekly church e-newsletter, TWAR (*This Week At Riverwood*).
 - Field requests for facility bookings; communicate details/follow-up with Facilities Director or designate.
 - Assist other ministries with ad hoc tasks.
 - Other secretarial duties as assigned.
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Other:

The Receptionist at Riverwood is expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our Serving Engagement Level 3. This includes adhering Riverwood's Code of Conduct. It is also expected that every staff member makes every attempt to be involved in the full life of the church, attending church services, and church functions.

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.*