

Parkesburg Point Youth Center

FRONT DESK ASSOCIATE

JOB DESCRIPTION

PERSONAL REQUIREMENTS:

- Born again Christian.
- Active church member. Letter of recommendation from your Pastor.
- Knowledgeable in the Gospel and able to share it.
- Must pass PA State required background checks and clearances.
- Valid PA driver's license.

EXPERIENCE, SKILLS, AND ABILITIES:

- High school diploma or equivalent.
- Ability to multi-task.
- Outgoing and energetic.
- Must be able to work independently.
- Organizational skills required.
- Computer knowledge is necessary.
- Extensive data entry required.
- Must be flexible with schedule.
- Bi-Lingual is a plus.

PRIMARY DUTIES REQUIRED FOR THIS POSITION:

- This position is the first line of defense for the security of The Point.
- Greet, welcome and sign in all incoming visitors and students via Ministry Tracker and Raptor system.
- Make sure all visitors, volunteers and students follow all policies and procedures for entering the facility.
- Make sure all students have current registration.
- Make sure volunteers' registration and updated clearances are collected and given to the Volunteer Coordinator.
- Make sure all volunteers and students have a t-shirt and update in Ministry Tracker and Raptor.
- Data Entry of all volunteer and student registrations in Ministry Tracker and Raptor.
- Answer incoming phone calls and direct calls to appropriate parties or take messages.
- Retrieve messages from voice mail and forward them to appropriate personnel.
- Clerical tasks, such as filing, copying, and organizing paperwork.
- Other miscellaneous duties as requested by staff.

SUPERVISION:

This position is under the direct supervision of Director of Operations.