

JOB DESCRIPTION
Lakeside United Methodist Church

POSITION TITLE: Receptionist (Director of First Impressions)

REPORTS TO: Pastor

SUPERVISION: Volunteers

STATUS: Full-time, Hourly, Non-Exempt

PRIMARY FUNCTION: Our Receptionist is also known as the “Director of First Impressions.” They support the Church and Preschool by creating a welcoming environment in the Lakeside office, helping with basic administrative tasks, and connecting those who contact or visit the office with the information or assistance they require.

QUALIFICATIONS

- Be a committed follower of Jesus Christ, seeking to know, love, and serve God
- Agree to align with Lakeside’s purpose, vision, and journey including the theology and traditions of the United Methodist Church as well as the expectations detailed in our staff covenant and handbook

Abilities

- Strong organizational abilities with an attention to detail
- Must be trustworthy and able to maintain confidentiality when working with sensitive/personal information
- Ability to self-motivate and make independent decisions

Knowledge

- Experience with computers is essential
 - Ex. Microsoft Word, Excel, Planning Center (church database)

Skills

- Effective at multi-tasking, time management, and following up
- Excellent verbal, written, and interpersonal communication skills
- Experience in an office environment with office equipment and supplies
- Exceptional problem-solving skills, including learning quickly

PRINCIPLE DUTIES AND RESPONSIBILITIES

Office/Administrative Operations

- Serve as a friendly and helpful first point of contact
 - Includes in-person, phone, mail, general email account
 - Maintain familiarity with basic ministries, resources, events, and staff/leaders of church and preschool so as to answer questions or direct people to the appropriate place
- Assist with basic communications (ex. letters, email, phone calls) for:
 - General office communication
 - Connections (Next Steps, Membership, Baptism, etc.)
 - Caring ministries (Prayer list, caring cards, meal ministry)
- Assist with creating and maintaining organized files and records
 - Ex. Planning Center People Database, Check-Ins, Registrations
- Coordinate with church and preschool staff on ordering, delivery, and pickup of supplies
- Miscellaneous admin duties such as but not limited to:
 - Sorting and distributing mail
 - Matching and coding credit card expenses for church and preschool in coordination with the Office Administrator
 - Preparing visitor, new member, and baptism gifts
 - Programming of electronic doors
 - Monitoring security cameras
 - Preparing new hire packs
- Perform other duties as directed by the Pastor and Preschool Director

2

Office Support

- Collaborate with and assist the Office Administrator
- Collaborate with and assist the Preschool Administrative Staff and Teachers
- Schedule meetings for Pastor within defined windows of availability
- Encourage, equip, and empower volunteers who assist in the office

HOURS: Position is full time and will require 35 hours per week (8:30am-3:30pm, Monday-Friday). Primary responsibilities will fall during weekday business hours. Occasional responsibilities may fall in the evening or on weekends.

PAY AND NON-BENEFITS: \$15 per hour. Benefits include paid holidays, vacation, and PTO.

REVIEW: Following a three-month probationary evaluation period, there will be an annual review of the effectiveness of the employee's performance and an annual review of the structure of the position.

SUPERVISION: Reports directly to the Pastor. The Staff-Parish Team participates in evaluation, support, and hiring/firing decisions.

TO APPLY: Please submit a cover letter and resume to the Lakeside UMC office. You may email materials to hello@lakesideumc.net with the job title in the subject line. PDF or Microsoft Word file formats are preferred. You may also bring materials to our office during office hours: Monday through Friday 8:30 a.m. - 3:30 p.m.

Have questions? You can email hello@lakesideumc.net or call the office at 407-330-6560.