



Job Title: **Receptionist**
Classification: **Part time**
Reports to: **Finance and Administrative Director**

DESCRIPTION:

The Receptionist is responsible for overseeing functions related to the front office. The Receptionist also assists with special projects and provides some administrative support for all staff.

The position is part-time and located in Rockport.

ESSENTIAL JOB FUNCTIONS:

Front Desk

- Answer all incoming phone calls
- Direct phones calls to the appropriate staff member
- Provide general information about Camp Aranzazu to those seeking general information
- Greet Guests warmly and courteously
- Maintain the Guest Log
- Maintain strict protocols related to camper privacy
- Direct first responders in the event of an emergency on site
- Maintain the phone system and the phone directories

Accounting and Administration

- Maintain a log for checks received
- Obtain and distribute all mail
- Order office supplies
- Assist the Finance Director with Accounts Payable functions, such as matching printed checks with invoices and mailing checks to vendors
- Assist the Finance Director with reconciliations as needed
- Maintain the files as related to Abuse Prevention for User groups
- Assist the Program Team with collection of liability release forms; compile demographic data from the release forms
- Assist with other projects from time to time

Human Resources

- Maintain the files as related to Abuse Prevention for employees

Desired Qualifications

- High school diploma or higher education
- Experience with Microsoft Office
- Experience in small office setting, preferably a non-profit organization
- Ability to interface effectively and professionally with the public

Benefits

- Competitive hourly wage, commensurate with qualifications listed above