

# The Childrens Playhouse

## Reception

### Goals

- **The reception is responsible for working with families with enrolling their students, for clerical work, organizing, filing, answering phones, scheduling tours, and supporting the director and office manager as needed.**

### Key Responsibilities

- Supporting the program with student's daily check in and check outs as needed.
- Answering phone calls and directing them to appropriate parties.
- Taking detailed messages and delivering it to the appropriate party.
- Front desk security (e.g, ensuring that the front doors are always locked, screening persons as they enter the building, documenting outside visitors and providing them with visitors pass)
- Screening and documenting all temperatures for visitors.
- Conducting daily attendance and entering attendance in the Procure system
- Conducting children's file audits for DHS compliance
- Tracking and collecting all of the new student's paper work
- Entering New students in the procure system with schedules
- Entering Children's Health Assessments and immunizations in the Procure System.
- Filing
- Providing director with inventory reports for office supplies and classroom supplies
- Ordering supplies for the office (e.g., Copy Machine ink/toner, paper, pens, staplers)
- Scheduling service calls (e.g., IT, Copy Machine)
- Maintaining detailed records of supplies
- Student's schedules
- Child/Teacher ratio supports, as needed.
- Providing director and office managers with reports as needed
- Providing classrooms with weekly attendance sign in and out sheets
- Providing classrooms with monthly enrollment attendance sheets
- Providing classrooms with weekly meal counts
- Providing classrooms with emergency face to name key cards for students

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## Educational Requirements

To meet the requirements, family services staff could have one of the following:

- Must have a minimum of a High School Diploma

## Other Requirements

- Must have two years of experience working in reception
- Must be able to work well under pressure and collaborate with other team members
- Must be professional and have a professional attitude
- Must be able to pass a Criminal, Child Abuse, FBI, and Sex offender clearance
- Bilingual speaking (Spanish or Nepali) preferred

## Salary and Benefits

Full-Time

Benefits include: Holiday Pay, Personal Time off (PTO), Sick Time off, Medical, Dental, Paternity/Maternity pay, Tuition Reimbursements, and childcare discounts.

**\*Children's Playhouse is an equal opportunity employer\***

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