

## COMPASSION CHRISTIAN CHURCH JOB DESCRIPTION

Position Title	Department	Reports to
Receptionist	Central / Worship Experiences	Guest Experiences Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	11/09/2023 – cdb/HR

### POSITION SUMMARY

To further the mission of the Church by effectively managing the front desk operations of the Church; warmly greeting visitors; routing incoming calls and performing general administrative duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer all telephone calls in a professional, friendly and timely manner.
- Assist all callers with information provided by the various ministries of the church.
- Transfer calls to the requested staff person promptly.
- Notify supervisor when away from the telephone (i.e. lunch breaks).
- Receive incoming shipments and notify appropriate staff member of merchandise receipt
- Recruit, lead, and equip the weekday volunteer team for covering the desk and various tasks that need to be accomplished.
- This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

### EXPECTATIONS & CONDITIONS OF EMPLOYMENT

- Carry out the objectives of the Vision & Strategy Team and model a collaborative team mindset.
- Exhibits a meaningful and growing personal relationship with Jesus Christ.
- Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
- Recognizes that our work is important and deserves our very best while modeling the Biblical standard of personal conduct and lifestyle as agreed upon in our Team Assumptions.
- Supports and adheres to the Mission, Vision, Core Values, and Philosophy of Ministry of CCC, and the Statement of Faith.
- Supports and adheres to the policies and procedures found in the CCC Employee Handbook.

### MINIMUM QUALIFICATIONS

- Experience: Two (2) years experience as an administrative clerk, secretary or administrative assistant, preferred.
- Education: Minimum of a high school diploma or the equivalent preferred.
- Knowledge, skills, and gifts:
  - Must exhibit excellent and effective organizational skills and problem solving skills
  - Able to communicate successfully, both through written and verbal communication
  - Exhibit outstanding interpersonal relational skills
  - Able to work with a wide variety of people
  - Must be able to maintain and protect confidentiality
  - Excellent computer knowledge, experience, and proficiency in Microsoft and Google applications
  - Motivated and effective recruiter and equipper of people

#### EMPLOYEE ACKNOWLEDGEMENT

All employees of Compassion Christian Church are at-will, as such, are free to resign any time without reason. Compassion Christian Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time. No manager, supervisor or employee of Compassion Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of Compassion Christian Church; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Reviewed with employee by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Received and accepted by

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_