

Stepping Stones Receptionist Job Description

ABOUT:

ORGANIZATION:

FRIENDS OF SWITCHPOINT IS A NON-PROFIT ORGANIZATION THAT HAS BEEN SERVING THOSE INDIVIDUALS, FAMILIES AND VETERANS IN WASHINGTON COUNTY WHO ARE EXPERIENCING POVERTY AND HOMELESSNESS SINCE 2014.

OUR MISSION: TO EMPOWER FAMILIES AND INDIVIDUALS IN NEED BY ADDRESSING THE UNDERLYING CAUSES OF THEIR POVERTY AND PROVIDING EACH CLIENT WITH A PERSONALIZED, COMPREHENSIVE PLAN THAT SUPPORTS THEM ON THEIR JOURNEY TO SELF-SUFFICIENCY AND THE OPPORTUNITY TO CONTRIBUTE TO THE COMMUNITY.

OUR VISION: WE BELIEVE EACH INDIVIDUAL HAS WORTH AND VALUE. CHANGE OCCURS WHEN PEOPLE ARE TREATED WITH RESPECT AND DIGNITY, EMPOWERED WITH SKILLS AND RESOURCES TO BETTER THEIR CIRCUMSTANCE.

GUIDING PRINCIPLES:

GOLDEN RULE: TO TREAT ALL PEOPLE AS WE OURSELVES WOULD WISH TO BE TREATED.

KINDNESS: TO DEMONSTRATE COMPASSION AND RESPECT FOR ALL PEOPLE.

POSITIVE INFLUENCE: TO JUDGE OUR EFFECTIVENESS BY THE EXTENT TO WHICH INDIVIDUAL LIVES ARE SAVED AND IMPROVED BY THE POSITIVE EXPERIENCE OF THE PEOPLE WE INFLUENCE.

LEADERSHIP: TO LEAD BY EXAMPLE, DEVELOPING, PROMOTING, AND SHARING NEW IDEAS AND PROGRAMS TO HELP THOSE EXPERIENCING HOMELESSNESS.

AUTHENTICITY: TO DO WHAT WE SAY WE DO.

TRANSPARENCY: TO BE OPEN AND HONEST IN OUR RELATIONSHIPS.

OUR MOTTO: IT TAKES ALL OF US TO END HOMELESSNESS.

STEPPING STONES CHILD CARE CENTER IS AN INNOVATIVE CHILD DEVELOPMENT CENTER THAT PROVIDES EARLY CHILDHOOD CARE AND EDUCATION TO CHILDREN AND FAMILIES AGES BIRTH-TWELVE. OUR CENTER OPERATES 24/7 TO ACCOMMODATE ALL SCHEDULES FOR WORKING FAMILIES. WE STRIVE TO CREATE A WARM, SAFE, NURTURING, AND HIGH-QUALITY ENVIRONMENT FOR CHILDREN IN OUR CARE.

ROLE AND RESPONSIBILITIES

SWITCHPOINT'S STEPPING STONES CHILD CARE CENTER IS SEEKING RECEPTIONISTS:

If you enjoy working with children and families, Stepping Stones Child Care Center is seeking a friendly, detail-oriented front desk receptionist. The center operates 24/7 so we are looking for receptionists to fill AM/PM/and Night Shifts. The successful candidate is professional, friendly, and smiling, calm under pressure, able to multi-task at a front desk with phones, computer, intercoms, managing security doors. The receptionist will act as the Director Designee as needed and is able provide assistance to the teaching staff. Flexibility is important and the willingness to work as a part of a team.

Job Responsibilities:

- Act as a professional as the first point of contact to greet children, families and guests with a warm, friendly demeanor; and answer their questions
- Ability to work with a highly diverse population.
- Must be able to pass a Utah Child Care Licensing Background Check
- Calm under pressure.
- Answer incoming phone calls and direct calls and messages. Learn to use the intercom system. Maintain a pleasant, smiling, and professional phone voice.
- Take and distribute phone messages; transfer phone calls through the center.
- Fluent in English language both spoken and written. Bi-lingual is a bonus: Spanish.

- Ability to work pleasantly and professionally with teachers and to show empathy and understanding for young children and their parents.
- Highly organized and discrete. Filing of confidential and general paperwork.
- Must be computer proficient and able to type; knowledge of Microsoft Outlook, Word, and, Excel is preferable
- Must be discreetly able to screen visitors, use good judgment or ask if questionable
- Record all compliance documents for the school including but not limited to: fire drills, illness/accident forms
- Maintain daily attendance records/paperwork as needed
- Use the copier and learn to use and maintain it (keep filled w paper, staples, etc.)
- Inventory and ordering of office supplies
- Assist Director and Assistant Director with other tasks as needed.
- Mailings (school emailing's and regular mail) as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- A High School Diploma/GED or equivalent.
- Preference may be given to individuals with a high typing proficiency or formal computer training.
- Comply with local, state, and federal laws governing child care.
- Excellent written and verbal communication skills.
- Excellent organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Maintain a professional appearance, attitude, and work ethic always.
- Ability to work as a team member with other staff and with families of children in care.
- Must be at least 18 years old.
- Must pass a Utah Child Care Licensing Background Check.
- Obtain required training upon hire per Utah Child Care Licensing: Preservice training that consists of 2.5 hours of training before assuming assistant director duties.
- Complete 20 Hours of annual training or at least 1-1/2 hours of childcare training including Utah Child Care Licensing topics, career ladder courses on: child development, ages and stages administration, director's toolbox endorsement, working with families, culturally and linguistically appropriate practices to meet the developmental needs of children and understanding appropriate practices to engage with families.
- Complete and maintain current CPR/First Aid and Food Handlers Permit certifications.
- Must be available to work a flexible schedule to meet the child care needs of families.

PREFERRED SKILLS

Previous experience in an early childhood and care setting.

Previous knowledge of Utah Child Care Licensing rules and regulations.

Previous experience working with at risk children and families preferred.

Bilingual Spanish/English a plus.

ADDITIONAL NOTES

Benefits:

I.R.A. with 3% match

Paid Time Off

FT Employees eligible for health, dental, vision, life, and disability insurances