

RiverTree Christian Church Position Description

Ministry Team: Office Support Team
Area: Logistics
Position Title: Receptionist
Report To: Office Manager, Central Campus

Summary of Position: This position is a front line role on Team RiverTree and is responsible for answering telephones, greeting, receiving and directing guests who come into the building. This role is important and generally serves as the "eyes and ears" of the front line. Duties may also include serving as a point person for someone on staff.

I. Duties and Responsibilities

- a. Answering telephones and directing calls
- b. Greeting, receiving and directing guests
- c. "Eyes and Ears" of front line—security
- d. Registering visitors to building and handing out visitor badges
- e. Position is a "job share" position
- f. Cross Train on various office responsibilities

II. Staff Point Person

- a. May be assigned as point person for someone on staff
- b. Meeting, as needed, with staff person who receptionist is a point person for
- c. Varied responsibilities

III. Other Responsibilities

- a. Develop a good working relationship with others on office support team and with others on Team RiverTree
- b. Neat appearance, servant hearted and pleasant attitude
- c. Attend regularly scheduled meetings
- d. Church is a non-smoking facility
- e. Maintain a high standard of morals and Christian behavior
- f. All other duties as assigned