

## RECEPTIONIST

The Receptionist ensures a positive, well informed, first impression for all who visit or call our campus and provides administrative support for the departments of the church.

### **Provide Fantastic Service to Attenders, Guests, and Staff**

- Create a welcoming environment
- Ensure calls are routed correctly and provide fantastic service
- Manage phone calls, email, voicemail, and communication requests in a timely, thorough manner on behalf of the church and school
- Build trust by maintaining confidence of information
- Demonstrate professionalism, discretion, and a service-orientation in all interactions

### **Uphold All Safety and Security Protocols**

### **Utilize Church and School Databases (Fellowship One and RenWeb)**

### **Serve and Support Volunteers**

### **Complete Other Duties Assigned by Supervisor**

### **Model Servant Leadership and Exhibit a Helpful, Joyful Attitude**

### **Model a Growing and Vibrant Relationship with Christ**

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the spirit in work habits and relationships
- Pursue spiritual growth through community and a consistent, fruitful devotional life

### **Demonstrate Commitment to Cherry Hills Community Church**

- Pursue church membership
- Accept and uphold CHCC's Essentials of Our Faith

**POSITION TYPE:** On-Call, Non-Exempt

**HOURS PER WEEK:** 0-10