



RECEPTIONIST ON-CALL ROLE DESCRIPTION

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.

RESPONSIBILITIES

Provide Fantastic Service to Attenders, Guests, and Staff

- Create a welcoming environment at both the upstairs and main floor reception areas
- 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)

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
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching spiritually lost people

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership
- Accept and uphold CHCC's Essentials of Our Faith

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Guest Services Director
- Attend Guest Services Team training, development, and teambuilding events

REQUIREMENTS

- Proficient computer skills

POSITION TYPE: On-Call, 0-10 hours per week