



BIRMINGHAM FIRST

A U N I T E D M E T H O D I S T C H U R C H

Job Title: CLC Receptionist

Position Type: Part-Time

Direct Report: Director of Program

Role: Maintenance of the CLC, and professionally and courteously provide assistance and direction to those calling or visiting the CLC.

Duties:

- Opening/Closing procedures
- Data Entry
- Promoting programs and building relationships with visitors
- Upkeep of registration cards
- Stocking and maintenance of café

Skills/Qualifications:

- A desire to share the mission of the church
- The ability to build and maintain a positive relationship with staff and community
- A high comfort level with multi-tasking and problem solving
- Proficient computer skills
- Excellent verbal communication

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand; sit; reach with hands and arms; climb or balance; stoop; kneel; crouch; hear or smell. The employee may be required lift and /or move up to 20 pounds.