Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.

Job Title | ECS Receptionist
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Program/Department | Early Childhood Services
FLSA Status | Non-exempt
Supervisory Responsibilities | No
Reports To | Site Director
Work Schedule | Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.
CEO Approval Date | 1/2020

Must pass required background check, TB and Physical

POSITION OVERVIEW

The receptionist will perform all office/clerical duties as required for smooth operation of the office and other duties to support the staff including filing, delivering mail, document tracking, greeting visitors, answering the telephone, taking and distributing messages. Fill-in for classroom ratio when needed.

All employees and volunteers are expected to be sensitive to our clients’ cultural and socio-economic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam’s standards of excellence at all times.

ESSENTIAL FUNCTIONS

The receptionist must have the ability to manage numerous tasks, possess good organizational skills, communicate effectively with co-workers and the public, and work collaboratively in a team environment by:

- Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture.
- Demonstrating capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization.
- Answering phones and direct all messages as needed.
- As a courtesy, opening, metering and distributing mail and faxes to the appropriate staff.
- Greeting staff, parents, children, and community members and communicate in a positive friendly manner using proper grammar and etiquette.
- Assisting with monthly ordering and distributing of supplies.
- Performing a variety of clerical duties as directed.
- Assisting in ensuring licensing regulations are maintained.
- Using computer to produce memos, correspondence, reports and other documents.
- Assisting in the classroom as needed and directed by supervisor.
- Performing data entry and updating for on-going projects, including but not limited to Child Plus, cc.net, etc.

**OTHER DUTIES**

- Provide support for other duties needed in keeping with our mission, vision and values.

**JOB QUALIFICATIONS**

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<th>Minimally Required</th>
<th>Preferred</th>
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<tr>
<td><strong>Education</strong></td>
<td>AA/AS in education, social service or related field</td>
<td>Bachelor’s degree</td>
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<tr>
<td><strong>Experience</strong></td>
<td>2 years prior experience with office/general administration</td>
<td>Previous experience in child care center or Head Start/Early Head Start program</td>
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<td><strong>Skills and knowledge</strong></td>
<td>Understanding of Head Start/Early Head Start performance standards and state and local child care license requirements</td>
<td>Previous knowledge and understanding of Child Plus</td>
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<td>Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed</td>
<td>Advanced computer database and Microsoft Office software skills</td>
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<td>Good organizational and time management skills</td>
<td>Previous knowledge and understanding of NAEYC</td>
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<td><strong>Abilities</strong></td>
<td>Must work independently and collaboratively in a team environment</td>
<td>Bilingual Spanish/English speaking</td>
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<td>Exercise independent judgment</td>
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<td>Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members</td>
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<td>Process, protect and exercise discretion in handling confidential information and materials</td>
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Sustained concentration to detail and accuracy, along with the ability to prioritize workload

Willingness to work with high-risk, low-income communities

Local travel required and must have valid Oklahoma driver’s license and insurance as required by the position

WORKING CONDITIONS

Physical Demands:
While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 20 pounds. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment
The employee will work in an office environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

OTHER
The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUNBEAM’S CORE VALUES

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<tr>
<th>Champion Spirit</th>
<th>Servant Heart</th>
<th>Sunny Attitude</th>
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<tbody>
<tr>
<td>We work like a champion every day: paying attention</td>
<td>We exhibit humility in serving everyone; no job is below anyone</td>
<td>We bring a smile, a positive attitude and treat each other</td>
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to details and performing with excellence and we all work together to get the work done with respect, ensuring a pleasant work environment.

**SIGNATURE**

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.