

**YouthWorks Temporary Position: (1) RECEPTIONIST**

**January 4 – June 25, 2021 – Possible Contract Renew June 28, 2021 – September – end date will be determined**

Temporary without Benefits: 5 days @ 35 hours a week/ 7 hours

Salary: \$14.00 per hour

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**Overview and Essential Duties:**

This is an office support position requiring general office duties and clerical tasks. Work is performed under the supervision of a YouthWorks Manager and Data Assistant. Assignments are routine in nature and are carried out in accordance with general work instruction and established office practices and procedures. Position duties include, but not limited to the following:

- Answer and screen incoming calls in a business professional manner; direct calls to appropriate YouthWorks or MOED staff
- Maintain telephone message log, taking detailed telephone messages to disseminate to staff mailbox or email
- Provide accurate information to the public pertaining to YouthWorks and MOED programs and/or refer inquiries to the appropriate source
- Greet visitors and direct them to the appropriate staff person – **by appointment only**
- Assist YW Manager, Program Coordinator, Data Assistant and General Clerk with packets, YW System Inquires and mailings
- Maintain a clean work environment
- Operate various office equipment, to include: multi-line telephone system, fax machine, copiers, desk top computer, scanner and shredder
- Represent the Agency and customer service philosophy, policy and procedures with the utmost integrity.

**Qualifications:**

- High school diploma or equivalency
- One year of office / clerical experience preferred, (a combination of education and experience may be substituted for HS diploma)
- Must be capable of completing data entry and search functions using agency, city and state software programs.
- Must have Microsoft Office skills (Excel, Word, Publisher and Access)
- Access to reliable and daily transportation is essential

**Special Note(s):**

- Criminal Background Investigation
- Must be flexible to work evenings and Saturdays as directed
- Standard work schedule for this position is 8:00am to 4:00pm
- As directed by Program Manager hours may occasionally change