



WESLEYAN

CHRISTIAN ACADEMY & EARLY EDUCATION
CENTER

1917 North Centennial Street
High Point, North Carolina 27262
www.wcatrojans.org

Title: Receptionist/Float – Early Education

Reports To: Director of Early Education

FLSA Status: Non-Exempt

Schedule: 12-Month

Position Summary:

The receptionist serves as an essential part of the mission of Wesleyan Christian Academy by welcoming all parents, students, and other guests entering the building and performing various administrative and other tasks to support the operations of the Early Education Center. This position will also fill in classrooms day-to-day.

Essential Duties and Responsibilities for this position include, but are not limited to:

- Welcomes all current parents, prospective parents, students and guests. Serves as the first point of contact for all incoming foot and phone traffic into the school.
- Provides exceptional customer service and positive communication to all WCA families and guests who enter the main lobby by finding solutions to issues of any kind.
- Directs phone and in person inquiries to the appropriate departments, resolve issues where appropriate, takes messages and communicates those messages to the appropriate staff.
- Greets and welcomes visitors warmly at front desk.
- Assists school guests and visitors with check-in and visitor passes if needed.
- Maintains accurate daily enrollment/attendance figures for the Early Education department.
- Assists, as needed, other office staff in completion of projects.
- Maintains lobby, front desk, and main office in a neat and organized appearance.
- Opens or closes the main office area each day.
- Secures personal work area each day prior to leaving.
- Maintains student and state records.
- Assists in arranging staff coverage.
- Assists in the admission process of families.
- Floats into, and assists where need in various classrooms.

Core Position and Specific Requirements:

- Possess and Model a Growing Relationship with Christ: Demonstrate ability to pursue full devotion to Christ that reflects authenticity. Embody others centered, servant leadership in all interactions.
- Commitment for Wesleyan's mission and vision: Uphold and embody Wesleyan's culture as set forth in our mission statement. Accept and uphold our Statement of Faith.

- Exceptional Service: Demonstrate a history of professional excellence through diligence, organization and excellent communication skills.
- Exhibits patience and helpfulness in helping others.
- Ability to multi-task and handle various priorities that arise.
- Maintains Confidentiality.

Work Specific Requirements:

- Proficiency in Microsoft Excel, Word, and Google Docs Editor Suite.
- Work Schedule 8:15 AM – 5:30 PM (with an hour and a half lunch), Monday – Friday.
- Strong commitment to customer service and strong attention to detail.
- A background check along with a reference check is required for this position.
- This is a full time, non-exempt position.

Minimum Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to remain in a stationary position for extended periods of time.
- Must be able to use repetitive arm, hand, and finger movements.
- Ability to stoop, bend, push, kneel, squat, pull, reach, stand, walk, and sit.
- Must exercise mobility to promptly move around campus.
- Ability to communicate effectively with staff.
- Ability to lift/carry up to 50 lbs.

Application Process:

- Complete and submit the [Support Staff application](#) on our website under About Us>Career Opportunities.
- Attach a resume and any other requested documents.