

JOB SPECIFICATION

POSITION: CO-CURRICULAR FRONT DESK ATTENDANT

Company Description: Great Hearts Academies is a non-profit network of charter schools dedicated to improving education by developing excellent public schools. We gladly prepare our graduates for success in the best colleges and universities in the nation, but our main purpose is the formation of the soul, heart, and mind. We believe that the highest goal of education is to become good, intellectually and morally.

Duties & Responsibilities:

- Welcome and interact professionally with parents, students, faculty and visitors to the Great Hearts after-school program, Athenaeum
- Prepare and edit correspondence, communications, presentations, and other documents
- Print and distribute class rosters/schedules
- File and retrieve documents and reference materials
- Record, transcribe, and store attendance materials
- Ensure that adult picking up the scholar is authorized to do so.
- Assist and ensure that parents/authorized signers are signing and dating Sign-In/Sign-Out sheet correctly.
- Assist in signing in the scholars after school has dismissed.
- Assist in signing the scholars in/out as they transition to/from clubs.
- Other duties as assigned

Qualifications, Competencies and Strengths: This entry level position offers an exceptional opportunity to lead and contribute meaningfully to a unique organization.

- Excellent interpersonal communication skills and the ability to build strong relationships
- Ability to organize data efficiently (at times, confidential data is handled)
- Ability to communicate effectively and professionally with students, parents, co-workers and the public at large
- Willingness to grow and be part of a team
- Be a self-starter with an ownership attitude and a strong sense of drive and urgency to meet established goals
- Desire to mentor the young scholars in the program

Personal Qualities and Values: We value each of our team members as individuals but believe that we achieve the greatest results by working together. The candidate should enjoy being a team player.

Compensation: This position is an hourly position. The program is open M-F. The hours are generally 2:30-6:30PM (longer on early-release days, approximately twice per month). This is a seasonal, non-exempt, part time, and not benefits eligible.

Special Skills:

- Exemplifies heart of service to others.
- Ability to work independently, but also comfortable interacting with individuals/groups at every level of the organization.
- Outstanding written and verbal communication skills.
- Illustrate sound business judgment, as well as extreme tact, diplomacy, and wisdom.
- Models mission and vision of Great Hearts and Co-Curricular Programs.
- Possess requisite experience and interest in the field(s) of liberal arts and/or education.
- Provide leadership in formulating and managing major projects or initiatives.

Additional Requirements: Type of fingerprint clearance: Must possess or obtain valid Arizona Department of Public Safety fingerprint clearance card. Must have a negative TB test result within the last 12 months. CPR/First Aid certification preferred.

Physical functions: Requires but is not limited to standing, sitting, repetitious hand and body movements, bending, squatting, and reaching. May be required to move or position equipment up to 25 pounds approximately.

Travel required: May need to travel locally to the various academies within the Phoenix Metro area.

To Apply: Candidates must apply using our online application, accessible via our website www.greatheartamerica.org/careers submit application materials including your resume, or by sending your resume to MRodriguez@GreatHeartsAZ.org.

Great Hearts Academies is an Equal Opportunity Employer.