



Job Title: Expanded Learning Afterschool Program Receptionist

The **Dorris Dann Kids Campus Expanded Learning Program** is a TK-8 initiative that serves over 150 students each day. Our mission at DDKC is clear: to nurture all learners into creative, critical thinkers by providing high-quality, standards-based instruction through the arts, technology, and language culture.

Schedule: 28 hours/week: M, T, W & F 12:45 pm - 6:15 pm, TH 12:15 pm - 6:15 pm

Calendar: Year-Round Programming. The position follows the local school district calendar.

Reports to: Program Director and Director of Operations

GENERAL SUMMARY:

Under general supervision, assist with the daily functions of the after-school enrichment programs. Perform various clerical, administrative, and supportive tasks to support the After School Programs and related work as required.

DUTIES AND ESSENTIAL JOB FUNCTIONS:

Include the following. Other duties may be assigned:

1. Assist parents and students during critical transitional times.
2. Support the Dorris Dann Kids Campus team as needed.
3. Cover DDKC staff during their breaks or absences.
4. Help organize, track, and deliver snacks during serving times.
5. Assist in planning and organizing school activities, including program events.
6. Maintain daily, weekly, and monthly records of the after-school program.
7. Greeting visitors warmly at our campus, answering questions, and ensuring proper sign-in when visitors enter the building for any reason.
8. Ensure completion of paperwork, such as student attendance and parent sign-in sheets.
9. Provide first aid treatment for injured and ill students.
10. Sterilize, disinfect, and bandage minor cuts, abrasions, and burns.
11. Communicate with parents about students' illnesses.
12. Notify the Program Director of any significant injuries.
13. Maintain and file all essential program documents, including early release forms, late pick-up forms, withdrawal forms, and more.
14. Operate a variety of instructional media, office machines, and equipment.
15. Communicate effectively and professionally with staff, students, and parents in Spanish and English.
16. Answer the telephone, transfer calls, take messages, and direct them to the appropriate staff as needed.
17. Perform regular clerical duties, such as filing, typing, word processing, or duplicating materials.
18. Carry out opening and closing procedures as necessary and assist in overall maintenance.

QUALIFICATIONS:**1) Required knowledge, skills, and abilities**

- Demonstrated flexibility and ability to revise priorities based on school requirements.
- Capable of sitting, standing, climbing stairs, lifting to 25 lbs., bending, pulling, pushing, carrying, walking, and operating equipment.
- Strong organizational, time management, and follow-up skills.
- Ability to work with minimal supervision.
- Comfortable working in a fast-paced, high-intensity environment.
- Skillful in managing upset children and adults respectfully and professionally.
- Availability for additional staff training and development time when provided with advance notice.
- Proficient in using technology and the internet.
- First Aid and CPR certifications are preferred.
- TB clearance required.
- Must pass a criminal background check (DOJ and FBI)
- Bilingual and literate in English and Spanish.

2) Minimum educational level:

- High school diploma or equivalent
- Associate's degree or 48 units of college credit preferred.

3) Experience required:

- 2+ years of customer service experience, preferably in a fast-paced environment
- 1+ years of receptionist experience
- Excellent communication and interpersonal skills, including phone etiquette
- Strong attention to detail and organizational abilities
- Proficient in Microsoft Office and basic computer skills (preferably Excel)
- Ability to work weekends and evenings as needed
- Two years' experience performing a variety of general office and clerical work.
- Detail oriented.
- Excellent customer service.

SALARY: \$17.00 - \$20.00 (Based on experience)

Dorris Dann Kids Campus

4316 Peck Road

El Monte, CA 91732

info@kcycenter.org

www.our-center.org/ddkc