

# OUR LADY OF GOOD COUNSEL PARISH SCHOOL

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### FRONT OFFICE SCHOOL RECEPTIONIST

Full Time Position: Monday-Friday (7:30 AM-3:30 PM)

August - June (Full time) July (part-time)

We are blessed at Our Lady of Good Counsel Parish School (OLGC) in Plymouth, MI to have a beautiful mission to offer life-changing encounters with Jesus and equip leaders to transform the culture. We are called to foster holiness and serve as a center of evangelization and discipleship for students, families, and faculty.

### ROLE SUMMARY

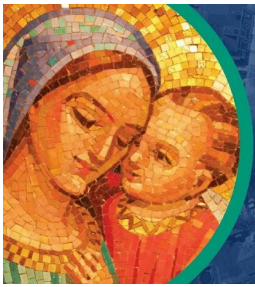
We are seeking a **Front Office School Receptionist** to join our OLGC family. The position is our first point of contact for students, families and guests at our school and is responsible for creating a hospitable environment for everyone in our community. The Front Office Receptionist also coordinates front-desk activities, including ministering to students in need, communicating with parents, distributing correspondence and answering and redirecting in-coming phone calls. The position reports to the principal and business manager.

### DUTIES AND RESPONSIBILITIES

- Ability to handle high-pressure situations with a calm and professional demeanor
- Receive incoming calls with a joyful spirit
- Assist parents in checking students in and out of school
- Maintain a safe environment by overseeing our Safe Environments protocols including our daily visitor's log to the school and volunteer sign-ups.
- A readiness to communicate with parents on a variety of issues throughout the day.
- Promote the school among prospective families and assist with communication and advancement initiatives.
- Provide appropriate first aid and administer medication to students when necessary.
- Assists the school secretary with day-to-day responsibilities and projects as needed including attendance
- Maintain confidentiality
- Maintains a desktop manual with frequently asked questions, processes and procedures
- Coordinate hospitality for school events with parent leaders, staff, and teachers
- Assist with weekly parent communication and school communication for parish bulletin

### REQUIRED SKILLS AND ABILITIES

- Joy-filled missionary disciple of Jesus
- Strong computer skills with demonstrated proficiency in Microsoft Office and Google Workspaces
- Willingness to learn new computer applications, FACTs, Flocknote and other school software
- Ability to work independently and with discretion keeping in confidence all information
- Understanding of Safe Environments protocols and be ready to implement them
- Communicate effectively both written and verbal



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- Intentionally contribute to a positive school culture among students, staff, and parents
- Ability to work with a variety of projects simultaneously and accurately
- CPR/AED certification (we will supply this training if you don't have it)

## QUALIFICATIONS

- High School Diploma or GED Equivalent
- Associates Degree preferred
- Satisfactory criminal background check
- Completion of Protecting God's Children

## DETAILS

- Is based in Plymouth, MI
- Reports to the OLGK Principal
- Hourly Wage (benefits included)

## TO APPLY

Qualified candidates should submit:

- Resume
- Cover letter
- Statement of faith
- Listing of References

**Send to:** [employment@olgcp parish.net](mailto:employment@olgcp parish.net)

**Subject Line:** **Front Office School Receptionist** (attachments in PDF format only).

**Deadline:** Applications will be accepted until **position is filled**