



RECEPTIONIST POSITION DESCRIPTION

Objectives of the Position: As an ambassador of Jesus Christ, to promote a positive impression of Sav-A-Life by assisting those making contact via email, phone, chat, in person, or through other means. In addition, this position supports the smooth functioning of the agency by assisting with administrative and clerical tasks.

Reports to: The Center Director (or appropriate staff member)

Status: Part-time (20-25 hours/week)

Minimum Qualifications:

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center
- Be able to respect and keep information confidential
- Complete receptionist training
- Have a friendly, clearly understood voice
- Be dependable and committed to the pregnancy center ministry
- Be able to perform routine clerical duties

Preferred Qualifications:

- High school diploma

Essential Functions:

- Answer phone and route calls
- Schedule appointments according to the guidelines and procedures of the pregnancy center
- Greet clients, keep them apprised of any delay in appointments, offer refreshments if available
- Instruct client to read and complete initial forms and collect exit / feedback forms
- Perform clerical duties as assigned
- Perform opening or closing duties, as necessary, when serving on the first or last shift of the day
- Attend volunteer in-service meetings

Last Modified: 5/2023

Prepared By: Lisa Hogan, Executive Director

Approved By: Lisa Hogan, Executive Director

Employee Acknowledgement:

I have read and understand the Position Description for the position I hold at Sav-A-Life. A copy of the Position Description has been given to me for my records. I acknowledge, understand, and agree that:

1. It is to inform and assist me in the performance of my duties at Sav-A-Life.
2. It does not constitute an employment contract with Sav-A-Life.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Sav-A-Life.

I understand and agree that my employment with Sav-A-Life is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee’s Personnel File

Copy: To Employee

Copy: Position Descriptions File