



POSITION TITLE: EARLY CHILDHOOD FRONT DESK MANAGER/RECEPTIONIST  
REPORTS TO: EARLY CHILDHOOD DIRECTOR  
STATUS/HOURS: FULL-TIME (NON-EXEMPT)

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**SUMMARY:**

The David Posnack JCC Susan & Saul Singer Early Childhood Learning Center is seeking a friendly, detail-oriented office manager. This is a full-time, year-round position with both receptionist and managerial roles. The right person will be: the ‘face of the office’; friendly, smiling, calm under pressure, able to multi-task at a front desk with phones, computer, intercoms, security doors, faculty needs, young children’s injuries/illness, etc. The DPJCC has a very diverse family population. The front desk manager must be open to varied lifestyles and cultures. The position requires: supporting the DPJCC’s mission and the goals of the preschool. Flexibility and the desire to be part of a strong team are essential.

**EDUCATION/WORK REQUIREMENTS:**

- BA/AA Preferred
- CDA/Early Childhood Administrative credentials desirable
- Excellent Communication Skills in English-written, oral
- Proficiency in Spanish and/or Hebrew desirable
- Computer Proficiency in Office Suite: Word, Excel, Outlook, Publisher, Power Point
- Social Media/Internet Communications’ Proficiency: Internet, Instagram, FB, What’s App
- Ability to competitively shop for best pricing of needed supplies; online purchasing
- Ability to work pleasantly and professionally with early childhood faculty/administration
- Ability to show empathy/caring for young children and their families
- Highly organized and able to prioritize
- Discrete. Ability to deal confidentially with sensitive/private information.
- Must possess or pass and maintain a current Level 2 LiveScan Fingerprinting Background Check

**RESPONSIBILITIES INCLUDE:**

- Maintain an organized, professional front desk and office area.
- Answer incoming calls with a pleasant, calm, smiling, warm demeanor
- Screen calls, emails, what’s apps; send appropriate responses.
- Learn essentials about the preschool, camp, JCC; the phone/intercom system. Be able to answer parents’ questions and transfer phone calls to the appropriate J department.
- Deal with children brought to the office for a variety of reasons: incidents, accidents, illness, and maintain calm while assisting as needed in resolving the issue/s
- Maintain required forms and documents: attendance, licenses, master calendar, faculty absences/tardies, fire drills, etc.
- Forms may be paper, online in the cloud and/or kept on the computer server
- Liaison with other DPJCC departments as needed: Maintenance, Marketing, Membership, etc.
- General typing, filing, record-keeping; communications to parents daily regarding injuries, incidents, illness, etc.
- Inventory and order online: office supplies, paper goods and other items needed by faculty, including snacks.
- Make copies; laminate as needed