



Title: Front Desk Receptionist	Prep/Revised Date: January 2025
Reports To: Operations and Event Director	Direct Reports: N/A
FLSA /Hours: Non-Exempt / 35 Hours (split between two positions)	Campus: Fort Collins

Summary

The Front Desk Receptionist is the welcoming face and first impression of Timberline Church, responsible for creating a friendly, supportive environment for visitors, attendees, and volunteers. Serving as the first point of contact, this role ensures that all who call, or visit feel valued and cared for. Additionally, the Front Desk Specialist provides essential support to church staff, helping maintain the smooth operation of the church office.

Duties & Responsibilities

- Follows Timberline systems, and protocol for professional, healthy office practices.
- Answers and route incoming phone calls, emails, voicemails, and other inquiries efficiently and professionally.
- Prepares and disseminates incoming prayer requests, comments, and information from previous weekend.
- Monitor and maintain office supplies, placing orders when necessary.
- Maintains postage machine with the appropriate supplies and prepares outgoing mail.
- Assist church staff with administrative duties as needed including preparing material for meetings or events.
- Serve as the first line of security for the church office, screening incomings call and visitors to ensure a safe and welcoming environment for all.
- Uphold confidentiality and professionalism when handling sensitive information
- Ensure the reception area is tidy, organized, and stocked with necessary materials.

Skills/Qualifications

- Exceptional verbal communication skills and the ability to deal with difficult situations in an appropriate and effective manner is required.
- Proven ability to function and thrive in a fast-paced, high volume, quick turnaround environment.
- Intermediate skills in Microsoft Office Suite are required.
- Solid database experience is required. Community Church Builder (CCB) experience is preferred.
- Strong PC skills and experience in a network environment is required.
- Multi-phone line experience is preferred.
- Must be proactive and detail oriented with the ability to multi-task.
- Must uphold strict confidentiality integrity.

Education and/or Experience

- High School diploma or GED
- One year of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Part-Time.

Hours: 35 hours per week; position is split between two people as AM & PM shifts. Monday –Thursday, 8:30 AM – 5:00 PM.

Compensation: Non-exempt. \$15.00 – 18.00 per hour; based on relevant experience. Benefits Include:

Paid sick leave.

[CLICK HERE TO APPLY](#)