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**Position Title:** Receptionist

**Anticipated Start Date:** July 1, 2025

### About Springer

Springer School and Center is a caring community supporting students diagnosed with learning disabilities and their families. Springer serves the community through four pillars: Springer Lower School and Middle School, Springer High School, Springer Diagnostic Center, and Springer Learning Center. Springer faculty and staff embrace the organization's mission and incorporate the core values of student growth/development, staff expertise/development, partnership, communication, and stability in their daily work.

### Position Summary

We are seeking a positive, organized, and detail-oriented School Receptionist to be the welcoming face of our school. The School Receptionist plays a crucial role in managing the safety of our campus, flow of communication and providing excellent customer service to students, staff, parents, and visitors. Reporting to the School Office Manager, the receptionist plays an integral role in supporting the daily operation of the school as part of the School Office team.

### Job Goals

- Greeting and managing visitors, answering phones, and directing calls.
- Providing information and assistance to students, staff, parents, and visitors
- Maintain an efficient and organized front desk area
- Complete clerical and office tasks to support school-wide projects.

### Required Qualifications

- Excellent communication and interpersonal skills.
- Proficiency in basic office software (e.g., Google Suite).
- Previous experience in a receptionist or administrative role is a plus.
- Ability to work independently and as part of a team.
- Strong organizational skills and attention to detail.
- Ability to handle multiple tasks and prioritize effectively.
- Demonstrated experience initiating and finishing projects with care, urgency and completeness.
- Embraces multicultural thinking and appreciates diverse perspectives.

### Preferred Qualifications

- Experience as a receptionist in a human services, non-profit or school setting.
- Experience working in an independent school.
- College degree but not required



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**Important to note:** Consistent staff presence at the front desk is critical to delivering high quality customer service while upholding the safety of the Springer community. The most qualified applicant must demonstrate the ability to work independently for extended durations. The most qualified applicant must also display a positive and professional presence while stationed in a single location.

**Key Characteristics:** Dependable, organized, efficient and compassionate.

**Terms of Employment:** Full-time, 12-month position

#### **How to Apply**

Qualified applicants should email a cover letter, resume and employment application (found on the Springer employment page) to [kmagill@springer-ld.org](mailto:kmagill@springer-ld.org). The subject line of that email should reflect the position title. Resume review will begin immediately.

*Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.*