



## HOBBLE CREEK LEARNING CENTER

STRENGTHENING COMMUNITY ONE CHILD AT A TIME

375 S. 300 E. SPRINGVILLE, UT 491.0825

### Job Description: Office Assistant

#### Mission Statement

The mission of Hobble Creek Learning Center is to foster a lifelong love of learning in each of our students. Our staff fosters positive learning experiences through love, respect, quality education and professionalism.

#### Expectations

The Office Assistant is often the first person a new client meets when they come to Hobble Creek Learning Center. We expect our office assistants to be friendly, service oriented, professional, and knowledgeable.

#### Responsibilities

The Office Assistant is a part-time position and has the following responsibilities.

- Answering phones and taking messages
- Greeting visitors, clients, and students
- Making appointments
- Answering questions about preschool, tutoring, summer programs, and after school activities.
- Keeping the lobby clean and presentable.
- Making sure individuals in the lobby are comfortable.
- Change reading materials and toys on a regular basis.
- Help maintain databases, lists, and schedules.
- Collect registration materials.
- Other duties as assigned.

#### Qualifications

- Education: Must have a high school education. Some college education preferred.
- Experience: Previous office experience preferred.
- Personal Qualities: Need to be friendly, professional, and inviting. Need to be self-motivated, and able to work without direct supervision.

#### Compensation

Compensation commensurate depending on experience.