



Campus Welcome Specialist Job Description

Purpose of Position

As the first point of contact at Des Moines Christian School's main entrance, the Campus Welcome Specialist fulfills our mission by creating a warm, welcoming, and service-oriented environment that reflects the values of our school. This individual models hospitality, professionalism, and care in their daily interactions. The Campus Welcome Specialist helps ensure that every guest—whether a parent, student, staff member, or visitor—feels respected, supported, and connected to our school community. This role also supports office operations and administrative functions that contribute to the overall effectiveness of the elementary office.

Position:

- Full-time, 10-month (August - May)
- The weekly work schedule is 40 hours
- Hourly, non-exempt; at-will employee

Reports To: Head of Elementary

Direct Reports: None

Qualifications:

- Experience in office reception, hospitality, and administrative support preferred.
- AA or BA/BS is preferred.
- Proficient in Google Suite or Microsoft Office.
- Professing believer in Jesus Christ as Lord and Savior, and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Ability to create a calm, professional, and welcoming atmosphere in a busy environment.
- Connects relationally with children and families in all interactions.
- Characterized by integrity and maintains confidentiality.
- Committed to excellent customer service.
- Adapts to a work environment with frequent interruptions.
- Strong communication skills, especially in a face-to-face setting.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Utilizes critical thinking and strategic problem-solving skills.
- Comfortable learning new software programs.



Responsibilities:

Office Hospitality & Campus Procedures

- Greets and assists guests, parents, staff, and visitors in a warm, professional, and attentive manner, reflecting the values of the school through their interactions.
- Cultivates a welcoming and service-minded office atmosphere by consistently modeling hospitality, respect, and a willingness to help.
- Supports school security by assisting with visitor entry, check-in, and sign-in procedures.
- Assists with student check-in and sign-out procedures.
- Tracks and records attendance in school software programs.
- Answers incoming phone calls, providing assistance, or directing callers to the appropriate staff member.
- Builds positive rapport with guests through kind, attentive conversation, while maintaining awareness of time and ensuring smooth front office flow and service for others.
- Supports event logistics for Elementary and school-wide events, including assisting with communication and preparation of guest pre-registration for various school events.
- Helps supervise students waiting in the office.
- Relays messages to and from classrooms, parents, and office staff.
- Assists with substitute teacher and substitute associate check-in.

Administrative Support

- Provides administrative support to the office, including but not limited to copying, data entry, preparing materials, sorting mail, and submitting invoices.
- Collaborates with other school offices as needed to provide consistent and quality support across departments.
- Performs all other duties as assigned.