



Front Desk Lead

Position Description

This individual is responsible for supervising the daily activities of Rilke Clubs hosted at Rilke Schule German Charter School of Arts & Sciences. Rilke Clubs is a set of extracurricular activities offered before and after school throughout the school year by Rilke Schule Inc. (RSI). RSI is a non-profit organization with the sole purpose of supporting Rilke Schule. The Front Desk Lead reports directly to the Club Supervisor. The position is part-time (20 hours a week or less) and part-year (9 months), following the Anchorage School District Calendar.

Responsibilities

1. Communicate with Club supervisor regarding attendance and behavior.
2. Set-up club front desk operations on time daily by setting up the club table, ipads, radios, club attendance sheets, and club computer.
3. Supervise front desk support staff by ensuring they follow policies and procedures.
4. Enforce pick-up procedure, including addressing fire lane parking issue.
5. Ensure all students are checked out before leaving the building and follow up with parents when this procedure is not followed.
6. Provide customer service to parents and students during check-in and check-out.
7. Ensure building checks are completed every 15 min by walking through the building and checking each bathroom and classroom for unattended students.
8. Track late pick-ups on the late pick-up sheet and contact parents if students are not picked up 10 minutes after club's end.
9. Monitor students waiting for pick-up on the bench and ensure they are behaving appropriately.
10. Ensure all club rooms have been cleaned to the instructor's specifications and are ready for the next school day
11. Follow policies and procedures

Required Qualifications, Competencies, and Skills

1. Holds a high school diploma or G.E.D.
2. Must pass a criminal background check
3. Has prior experience working in extracurricular and expanded learning programs, either in a school- or community-based setting
4. Possesses strong leadership skills

Approved by RSI Board: _____

Rilke Schule Inc.
1846 E. 64th Ave.
Anchorage, Ak 99507
(409)333-2582



5. Supervision experience
6. Available to work during Rilke Clubs' hours of operation
7. Experience working with youth
8. Able to multitask
9. Resolve challenging situations productively and without personalization
10. Able to supervise a diverse team of staff members
11. Pays attention to detail
12. Quick problem-solving skills
13. Has a valid driver's license and personal vehicle insurance or access to reliable transportation

Preferred Qualifications, Competencies, and Skills

1. Has prior experience in an educational or recreational setting, in a school- or community-based organization

Salary

Hourly rate is commensurate with experience. Please inquire for details.

Signed: _____ Date: _____

Approved by RSI Board: _____