



## **Front Desk Staff**

### ***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 Staff reports directly to the Front Desk Lead. 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 Lead Staff and Program Director
2. Assist parents and students with club transfers and check-outs
3. Complete building checks every 15 min to ensure no children are loitering in hallways or bathrooms and instructors are receiving necessary support for behavior or breaks by notifying the Lead Staff, if assistance is required.
4. Monitor students waiting for pick-up on the bench and ensure they are behaving appropriately.
5. Assist in front desk set-up and tear-down each day.
6. Check club room condition at end of day to ensure all club rooms have been cleaned to the instructor's specifications and are ready for the next school day.
7. Follow policies and procedures

### ***Required Qualifications, Competencies, and Skills***

1. Must be 16 years or older and able to pass a criminal background check
2. Available to work during Rilke Clubs' hours of operation
3. Experience working with youth
4. Able to multitask
5. Resolve challenging situations productively and without personalization
6. Pays attention to detail
7. Quick problem-solving skills
8. Has a valid driver's license and personal vehicle insurance or access to reliable transportation

Rilke Schule Inc.  
1846 E. 64<sup>th</sup> Ave.  
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***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: \_\_\_\_\_