



*Awakening minds, enlivening hearts, and engaging hands for lifelong learning.*

## Job Opening: Front Desk Coordinator

We are seeking a warm and welcoming, well-organized, enthusiastic, and experienced Front Desk Coordinator to provide a wide range of customer service and office support duties. This is a dynamic and exciting role for the right person. In this position, you will be the face and voice to parents when they need assistance with the front desk, you will support students and become a person they recognize in their daily routine, you will be a crucial support to the administrative aspects of the school, and help each day run smoothly. If you enjoy working with people and have a flexible attitude that can adapt to the daily changes of a busy but amazing school, please apply.

### Essential Functions and Responsibilities:

- General receptionist duties
- Greet students and take attendance each morning and be present to send students home each afternoon.
- Clerical support for administrative staff, parents, and faculty
- Oversee and administer basic first aid as needed
- Manage substitute teacher coverage
- Maintain office supplies, office organization and cleanliness
- Track attendance, process and maintain student forms and records
- Database entry and management
- Assist with fundraising and events (Picture Days, Fairs, etc.)
- Assist and maintain various forms, rosters, email lists
- Oversee student registration forms and immunizations
- Other administrative duties as needed with direction from the Business Administrator

### Required experience and skills:

- HS diploma or GED required
- Proficient in Microsoft software programs
- Comfort with technology and learning new digital programs
- Excellent Communication Skills are a must
- Previous receptionist, administrative assistant or related experience is required

### Desired qualifications, training, and experience:

- Experience in a school setting or with students
- Ability to work with minimal direct supervision
- Ability to prioritize and remain calm under pressure
- Database/Data entry experience
- Familiarity with Waldorf Education (or willingness to learn)

**Schedule:** Full Time: 7:45am - 3:30pm for all scheduled school days. Hours during Summer breaks in July and August will be as follows: 8am to 1pm, OWS office closes for 2 weeks during the Summer.

**Compensation:** Hourly compensation ranges from \$15.75 to 17.00, includes increments for previous experience.

**Benefits:** Health, Dental & Vision Insurance, Retirement, Tuition Remission, Extended Care Remission, Vacation Paid Time Off, Sick leave, Bereavement leave, Summer Camp and Break Care remission

**Hiring Process:** Qualified candidates will be invited to schedule an interview with the Business Administrator. *Note: Proof of current COVID vaccination will be required before employment.*

**How to Apply:** Interested candidates are asked to submit a cover letter, resume, and three professional references (at least two who served in a supervisory capacity) via email to [sganduglia@olympiawaldorf.org](mailto:sganduglia@olympiawaldorf.org). **Applications without a cover letter will not be considered.** For more information, we encourage you to visit our website to learn more about our school at [www.olympiawaldorf.org](http://www.olympiawaldorf.org).

**About Our School:** Olympia Waldorf School was founded in 1985 and is situated on 5.6 acres of field, garden, and woodland in semi-rural East Olympia. Our campus includes Prairie Hall, a historic school building built in 1914 and opened in 1916, a modern Middle School building, and a charming Kinderhaus. Our community is warm, welcoming, and engaged in the life of the school.

*OWS is an Equal Opportunity Employer and maintains a strict policy prohibiting all forms of unlawful discrimination based on race, religion, national origin, ancestry, citizenship, pregnancy, physical or mental disability, marital status, sexual orientation, gender identification, color, age, or any other characteristic protected by applicable local, state or federal law in its hiring and employment practices.*