



After-School Receptionist

St. James Episcopal Day School is hiring an after-school receptionist. This is a part-time position during the mid-afternoon and extended care hours while school is in session. The ideal candidate for this position is responsible, trustworthy, and organized. This person must be able to work with children and communicate with parents. At least 2-3 years of similar work experience is preferred.

Job Duties include but are not limited to:

- Checking children in and out
- Greeting parents
- Keeping track of each child's time/ days in after school program
- Answering phones

Interested candidates should send a resume and cover letter to amorris@stjameseds.org.

St. James Episcopal Day School provides equal employment opportunities to employees and applicants without regard to race, color, religion, sex, gender, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.