



## Front Desk Associate August 2026

**Department:** Staff

**Reports to:** Head of School

**Hours:** Full-time; 10-month position (8/10/26--6/11/27; 8:00am--4:30pm)

**Salary:** \$34,000-\$36,000 (dependent on experience) + Benefits

**Job Summary:** Wheaton Christian Grammar School is seeking an outstanding Front Desk Associate. The Front Desk Associate is often the first point of contact for students, parents, and visitors to WCGS. This position is responsible for assessing, greeting and monitoring visitors, assisting administration, and providing general office support. To be considered for this role, the candidate must be:

- An individual who is a devoted and mature follower of Jesus Christ, so that He might be honored in our school, and that our students might be mentored by authentic Christian disciples.
- An individual who is seeking to grow intellectually and professionally.
- An individual who invites students into the great works that God has prepared in advance for us to do.
- An individual who is ready to integrate vibrant faith with their work, while providing a safe and welcoming environment for the students.
- An individual who understands and unreservedly supports the philosophy, objectives, and mission of Wheaton Christian Grammar School.

**Essential Roles and Responsibilities** include the following. Other duties may be assigned.

### **Spiritual Formation:**

- Has a growing and vibrant relationship with Jesus Christ
- Demonstrates spiritual maturity and desire to mentor and disciple students
- Understands and can clearly articulate the Gospel

### **Front Desk Associate**

The minimum performance expectations may include, but not be limited to, the following functions/tasks:

- Greets school visitors, answers their questions and directs them to the right person.
- Works collaboratively and seamlessly with the other Front Desk Associate to ensure continuous and organized coverage of the front desk, and a coordinated response to visitors, school parents, students, and administration/faculty/staff.
- Maintains awareness of all school safety, health, and first aid procedures and is prepared to calmly assist others in their implementation.
- Monitors, forwards, answers incoming general e-mails to the school.
- Answers phone calls and transfers to appropriate personnel.

- Supports communication announcements from partnering organizations like Wheaton Academy and FCA.
- Maintains general voicemail greetings; prepares voicemail lists for in-house distribution.
- Assembles daily Staff Memo information and e-mails to faculty/staff; creates Week-at-a-Glance schedule.
- Maintains the school's master calendar.
- Assists Auxiliary committees as needed.
- Creates thank-you notes and arranges gifts for volunteers, etc.
- Assist with walkie-talkies and their distribution.
- Assists students with injuries or illnesses when nurse is not available.
- Monitors faculty/staff key inventory (work with Maintenance Director).
- Orders printed WCGS items as needed
- Maintains schedules for teachers, conference rooms, and volunteer room.
- Responsible for end-of-year checklist for faculty/staff.
- Handles a variety of routine administrative assignments.
- Performs related tasks as assigned by administration in accordance with school policies and practices.
- Support and coordinate extra-curricular activities as needed
- Support faculty and staff and Auxiliary with work order system.

#### Required Knowledge, Skills and Abilities

- Strong general knowledge of standard office practices and procedures.
- Excellent interpersonal skills with both adults and children.
- Comfortable and conversant in Microsoft Office applications (Outlook, Word, Excel, PowerPoint, etc.).
- Maintains high personal standards for organizing and completing work in a timely fashion.
- Remains calm and responds quickly and judiciously in high pressure situations.
- Ability to multitask and handle interruptions in the middle of a project.
- Skilled in written and oral communication; excellent writer and proofreader.
- Gracious and welcoming in communication with internal and external constituencies.
- Capable of effectively working independently, as well as in cordial relationships with others.
- Able and willing to follow oral and written instructions.

#### Community Relations:

- Willingness and desire to maintain excellent communication with parents, build interactive relationships, and address family needs within the parameters of the WCGS mission
- Willingness to participate in school-based committees, in cooperative effort with other faculty and staff
- Supports and is accountable to the Wheaton Christian Grammar School mission

#### Physical Demands:

- While performing the duties of this job, the Front Desk Associate is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arm, talk, and hear. The Front Desk Associate is occasionally required to stand, walk, climb, balance, stop, kneel,

crouch or crawl, and taste or smell. The employee must regularly lift and/or move up to 5 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Candidate must agree to the key policies of Wheaton Christian Grammar School. A B.A. or B.S. degree is preferred. Applicants should submit all information through our website. If there are any questions about the position, please contact Head of School, Jeff Brooke, at [jbrooke@wheatonchristian.org](mailto:jbrooke@wheatonchristian.org)

*\*Applicants will not be considered until a completed application (with all required attachments) has been received.*

Revised 3.16.26