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**KAC.CA**

**Position Title:** Reception and Administrative Support  
**Reporting To:** Administrative Team Lead  
**Classification:** Support Staff Part Time 3 – 4 hours per shift  
**Compensation:** Volunteer

### **Purpose**

As a volunteer member of the KAC Admin Support Team, the receptionist is responsible for carrying out general reception duties as directed. This includes answering and transferring the phone, welcoming visitors, general office duties, and administrative assistance.

### **Key Roles / Responsibilities**

- Answer telephone inquiries in a friendly, efficient manner; transferring calls or recording messages. Follow up as directed with calls or inquiries.
- Reception: answer doorbell and welcome visitors with genuine hospitality.
- Monitor [hello@kac.ca](mailto:hello@kac.ca), and [info@kamloopsalliance.com](mailto:info@kamloopsalliance.com) and respond to email requests.
- Process registrations and payments for KAC events.
- Oversight of the reception area and meeting rooms while maintaining publications, supplies, and overall tidiness of this space.
- General office duties would include but not be limited to assisting with projects, ordering supplies and keeping an updated inventory list, filing documents and/or organization of files, and/or electronic record keeping.

### **Competencies and Qualifications**

- Able to work with tact while maintaining strict confidentiality in all matters.
- Have a gift of hospitality for dealing with staff, congregation, and the community whether by phone or in person.
- Have the gift of administration with the ability to follow directions, processes, and procedures
- As a valued member of the admin support team, bring a willingness to share ideas and feedback to assist KAC with effective ministry practices.

### **General Responsibilities & Expectations**

The Reception Administrative ought to:

- know Jesus personally and love Him whole-heartedly. This should be evidenced through spiritual growing and an obvious love of Jesus.
- engage in practices that help grow in a personal relationship with Jesus.
- participate in church life through regular attendance at, and participation in, weekend gatherings and other group ministries.
- adhere to and sign the KAC Leadership Covenant based on the Christian and Missionary Alliance Statement of Faith, Statement on Human Sexuality, and the KAC Team Covenant.

### **Acknowledge and Acceptance**

Employee: \_\_\_\_\_  
Print name Signature Date

Supervisor: \_\_\_\_\_  
Print name Signature Date