



Anchorage Senior
Activity Center

Receptionist/Scheduler

Join Our Team at the Anchorage Senior Activity Center!

Are you friendly, organized, and passionate about helping others? The Anchorage Senior Activity Center (ASAC) is looking for a welcoming and dependable individual to join our front desk team.

This position plays an important role in creating a positive experience for our members, visitors, and community partners. If you enjoy working with people, staying organized, and being part of a supportive team, we'd love to hear from you!

Position Summary

Provide administrative, front desk, scheduling, and coordination support for the Anchorage Senior Activity Center. This role serves as one of the first points of contact for members and visitors and helps ensure daily operations run smoothly.

What You'll Do

- ✓ Greet visitors warmly and provide information about programs, activities, and events
- ✓ Answer and direct incoming phone calls professionally and efficiently
- ✓ Assist members and visitors with sign-in and screening procedures as needed
- ✓ Help coordinate and maintain schedules for activities and events
- ✓ Maintain a clean, organized, and welcoming reception area
- ✓ Communicate facility and program needs with staff
- ✓ Respond appropriately during emergencies following ASAC procedures
- ✓ Support a positive, respectful, and team-oriented environment
- ✓ Perform additional duties as assigned

What We're Looking For

- Friendly, professional, and dependable attitude
- Strong communication and customer service skills
- Ability to multitask and stay organized in a busy environment
- Excellent interpersonal skills and ability to work with a diverse community
- Calm, thoughtful demeanor with good judgment and discretion
- Team player who takes direction well and works collaboratively
- Previous receptionist or front desk experience preferred

Qualifications

- High School diploma or G.E.D. required
- Two (2) years of receptionist or related experience preferred
- Basic knowledge of office equipment and software
- Strong written and verbal communication skills
- Ability to become First Aid and CPR certified

Working Conditions

Work is performed in a standard office environment with regular hours. Some periods may become moderately fast-paced. This position may require standing, walking, stooping, and occasionally lifting up to 15 pounds.

Why Join ASAC?

At ASAC, you'll have the opportunity to make a meaningful difference in the lives of seniors while working in a caring and supportive environment. We value professionalism, compassion, teamwork, and community connection.

Additional Information

A successful applicant must pass a criminal background check.

It is ASAC's business philosophy and practice to provide reasonable accommodations, in accordance with applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

(EEO) ASAC is an equal opportunity employer. In accordance with anti-discrimination law, this policy is intended to effectuate these principles and

mandates. ASAC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law. ASAC conforms to the spirit and letter of all applicable laws and regulations.

Please apply by email: srose@anchorage seniorcenter.org

Resumes required – no walk-ins for interview, by appointment only.