



JOB DESCRIPTION

Status: Contract (renewable annually) – 15 hours/week

Reports to Executive Director

Hours: 4:30-7:30 Monday-Friday – Follow school year schedule (September – May)

Pay: \$15

Position Summary:

Duties/Essential Job Functions:

- Positive representative of House of Champions, always demonstrating professionalism and positive attitude.
- Greet visitors and parents/guardians for pick up.
- Direct volunteers and visitors to their expected station.
- Manage meals and cleanup
- Support the House Coordinators.
- Perform a variety of clerical tasks.
- Handle special projects and additional tasks as assigned.
- Make sure that the House is organized and presentable each day

Minimum Qualifications:

- Strong organizational and time-management skills.
- Strong customer services skills
- Ability to work independently and manage multiple tasks.
- Adherence to the daily schedule and completion of assigned duties.

Contact: Sister Mary Kay Conkey, Executive Director, at 216-630-7368 or director@houseofchampions.org

House of Champions 2059 W. 47th Street Cleveland, OH 44102