

**Job Title:** Part-Time Clerical Receptionist

**Organization:** Central Minnesota Council, Scouting America

**Location:** Council Service Center, Sartell, MN

**Schedule:** Monday to Friday, 9:00 AM – 1:00 PM (20 hours per week)

**Pay:** \$18.00 per hour

### Job Summary

The Central Minnesota Council, Scouting America, is seeking a dedicated and detail-oriented Clerical Receptionist to join our team on a part-time basis. This role serves as the first point of contact for visitors and callers and provides essential administrative support to ensure the smooth operation of the council's service center.

### Key Responsibilities

- **Reception Duties:**
  - Greet visitors and provide a welcoming and professional environment.
  - Answer and route incoming phone calls promptly and courteously.
  - Respond to general inquiries or direct them to the appropriate staff member.
- **Administrative Support:**
  - Perform clerical tasks such as filing, data entry, and document preparation.
  - Manage incoming and outgoing mail, including sorting, distributing, and preparing shipments.
  - Maintain office supplies and assist with supply ordering as needed.
  - Provide support for council events, meetings, and activities, including preparing materials and maintaining records.
- **Office Coordination:**
  - Ensure the reception area is tidy and organized.
  - Assist with basic technology setup or troubleshooting in collaboration with IT support.
  - Handle other duties as assigned to support the team and operations.
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### Qualifications

- High school diploma or equivalent; additional education or training is a plus.
- Previous experience in a receptionist, clerical, or customer service role preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and general office equipment.
- Strong organizational skills with attention to detail and the ability to manage multiple tasks.
- Excellent verbal and written communication skills.
- Friendly, professional demeanor with a commitment to providing exceptional service.
- Familiarity with Scouting programs is a plus but not required.

### Working Conditions

- The position is based out of the council service center in Sartell, MN, and requires in-person attendance during scheduled hours.
- This role may involve sitting for extended periods and occasional light lifting (up to 20 pounds).

### Benefits

- Competitive hourly wage of \$18 per hour.
- Opportunity to contribute to the mission of Scouting and make a positive impact on the community.

### How to Apply

Interested candidates should submit their resume and a brief cover letter highlighting their qualifications and interest in the role to Anna Wilson at [Anna.Wilson@scouting.org](mailto:Anna.Wilson@scouting.org)

**Application Deadline:** Friday, February 14, 2025

Join our team and help support the important work of the Central Minnesota Council, Scouting America, in shaping the leaders of tomorrow!

