



Junior Center of Art and Science
Seeking Front Desk Volunteer
Position: Part-time

Overview

The Junior Center's mission is to cultivate curiosity and creative exploration through the arts and sciences. Located in the heart of Oakland on the shores of Lake Merritt, we aim to serve all youth and their families throughout Oakland and beyond.

We value the necessity of equity and representation in the fields of art and science. We strive to invest in the future of these fields by providing equitable access to our programs.

Located in the heart of Oakland on the shores of Lake Merritt, the Center is dedicated to delivering hands-on, engaging programs to the communities of Oakland and the greater East Bay Area. We do so through our interactive learning spaces and through exploratory programs including exhibitions, workshops, and classes both on-site and off-site.

Our support staff is essential to the organization's health and success. The Front Desk Volunteer serves as the first point of contact for the community at large including visitors, potential students, and their families. Primary responsibilities include providing general support to the Junior Center community including staff, visitors, and students, supporting general maintenance and upkeep of the facilities and providing light office support to the administrative staff as needed.

Duties and Responsibilities

- Greet visitors as they enter the space
- Serve as the primary point person and general support for visitors, students and their families
- Answer and direct phone calls in a courteous and professional manner
- Take messages as necessary and direct to the appropriate people as needed
- Respond to questions/requests for information and provide appropriate information as necessary
- Oversee the general tidiness of each of our five learning spaces.

Desired Qualifications

- 1 - 3 years of administrative and/or customer service experience.
- Excellent people skills
 - Experience working with a diversity audiences
 - Ability to work well in a collaborative/team setting
- Strong oral and written communication skills; strong interpersonal skills
- Strong attention to detail
- Strong interest in working in a community youth setting
- Able to communicate clearly and efficiently with a variety of audiences
- Must pass a criminal background check

Physical Demands and Work Environment □

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.
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- Must be able to regularly lift up to 25lbs. and climb an 8 ft ladder.□
- Must be able to sit and stand at a desk for long periods of time.
- Must be able to answer phones and operate office equipment including but not limited to an office computer, tablet, fax machine and copier.

Schedule: Part-time, 5 - 8 hours a week.

NO CALLS PLEASE.

The Junior Center of Art and Science (JCAS) is an independent, non-profit organization which has been providing educational programs to children and teens for over 50 years. JCAS serves over 25,000 children annually through school outreach programs, after school and summer courses, and a variety of drop-in art and science activities for children and their families.

Multilingual, people of color, and LGBTQIA encouraged to apply.

To learn more, visit the Center's web site at www.juniorcenter.org

The Junior Center is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.