

## Receptionist/Group Leader Position Description Advertisement

### Receptionist / Group Leader

The Town of Bedford is seeking an energetic candidate for the position of Receptionist/Group Leader in the Bedford Recreation Department KIDS' CLUB. KIDS' CLUB is an after school child care program serving students in Grades K-5.

The successful candidate will possess exceptional customer service, communication, and multi-tasking skills. Must demonstrate ability to develop relationships with program families and work with confidential information. Applicants must be able to work with children of all age groups and learning abilities, be a team-player, and be highly organized and self-directed.

Duties include but are not limited to: assisting program families with registration and enrollment, coordinating the transport of students to and from nearby programs, overseeing the sign-in/sign-out process and the tracking of children, as well as assuming responsibility for program safety and security at the main entrance/front desk. On occasion, the receptionist will provide clerical duties or assist as a Group Leader in classroom.

First Aid and CPR certification (or ability to obtain) is required and may be paid for by the program. If hired, candidates must be willing to submit to all criminal (CORI), sex offense (SORI) and DCF background checks. A pre-employment physical including a drug screen test is required.

The school year hours for this position are Monday through Friday, 2:00-6:00 p.m. Additional hours will be available for the full day programs that run during summer and school vacation periods. Starting pay for this position is \$12.50 per hour. The Town of Bedford offers a generous benefits package.

Application for employment may be downloaded on the Town's website: [www.bedfordma.gov](http://www.bedfordma.gov).

Please send completed application, resume, and cover letter to:

Nancy Cormier, Director  
School Age Child Care Programs  
Town of Bedford  
12 Mudge Way

Bedford, MA 01730

[ncormier@bedfordma.gov](mailto:ncormier@bedfordma.gov)

phone (781) 275-5427, fax (781) 275-4882

Position open until filled.

The Town of Bedford is an Affirmative Action/Equal Employment  
Opportunity Employer