



Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, our five Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

**OBHC Mission Statement:** The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

**Statement of Faith:** Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

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## Part-time Campus Receptionist

**Job Description Summary:** The Campus Receptionist will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is part-time. The employee is expected to work 29 hours per week and will receive a salary based on those hours. Oklahoma Baptist Homes for Children offers a competitive salary.

**Location:** OKC Campus

**Reports to:** The Campus Receptionist reports to the Administrative Assistant and/or Campus Administrator.

**Supervises:** The Campus Receptionist helps host guests and residents in the campus office.

**Requirements:** *"For an overseer, as God's steward, must be above reproach."* Titus 1:7a, ESV

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial, and resurrection (Jn. 14:6).
2. Believe the Bible is the only, inspired, and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist Church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.

5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

**Educational Requirements:** *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. High school diploma, or equivalent.
2. Excellent interpersonal and communication skills.
3. Proficient in Microsoft Office.

We are a religious employer and we reserve the right to hire based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

**Job Responsibilities:** *“Whatever you do, work heartily, as for the Lord and not for men” Colossians 3:23, ESV*

**1. Provide Information and Hospitality for the Campus.** *“Contribute to the needs of the saints and seek to show hospitality.” Romans 12:13, ESV*

- A. Greet guests, staff, and residents pleasantly and cordially, displaying Christ-like hospitality (Heb. 13:2).
- B. Maintain a pleasant, clean, and professional environment in the campus receptionist area, honoring the Lord with the space provided and displaying an inviting atmosphere (1 Tim. 5:10).
- C. Answer and transfer phone calls pleasantly, efficiently, and professionally with a Christ-like attitude (1 Pet. 4:9).
- D. Take and relay messages accurately and in a timely manner, helping ensure organizational excellence (Col. 3:23).
- E. Demonstrate a courteous and helpful attitude and demeanor to guests and callers (1 Pet. 4:9)
- F. Be knowledgeable of services offered by OBHC and whether those services can meet the needs of a family; if not, know alternative recommendations/referrals, recognizing that “the ear of the wise seeks [knowledge]” (Prov. 18:15, HCSB).
- G. Responsible to help handle gifts-in-kind that are delivered to the campus office, giving glory to God for His provision through treatment of donor and gift (Rom. 12:10).
- H. Responsible for “Good News” of Campus, promoting the great work that God is doing (Ps. 71:17).

**2. Maintain Clerical Responsibilities for the Campus with Christ-Like Excellence.**

*“But as you excel in everything—in faith, in speech, in knowledge, and in all earnestness, and in our love for you—see that you excel in this act of grace also.” 2 Corinthians 8:7, ESV*

- A. Prepare and send out proof of residency letter as needed (Ps. 19:14).

- B. Send, receive, and distribute materials in an efficient manner, displaying timeliness in communication (Prov. 25:11).
- C. Assist in the duplication and preparation of written material documentation, knowing the importance of generous assisting in the Bible (Lk. 12:33-34).
- D. Responsible for accurate and timely filing of campus and organization documentations. (Deut. 25:15).
- E. Responsible for maintaining the confidentiality of information on staff, residents, and families, guarding communication of these materials (Ps. 141:3).
- F. Assume a supportive role in the course of administrative responsibilities, encouraging one another (1 Thess. 5:14).
- G. Demonstrate proficiency in computer operation and other office equipment (Col. 3:23).
- H. Prepare appropriate staff and resident Birthday/Anniversary cards to be distributed, celebrating God's creation of each person (Ps. 130:13-16).
- I. Sort and distribute campus mail, honoring the Lord with each item received (Prov. 21:20).
- J. Forward all mail as needed, treating former residents as staff would want to be treated (Lk. 6:31)

**3. Responsible for Reporting to Proper Authority with Christ-Like Submission.** *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*

- A. The Campus Receptionist is responsible to and under the supervision of the Administrative Assistant and/or Campus Administrator for the general operation of the campus offices and any other assigned duties and responsibilities.
- B. In the absence of the Administrative Assistant or the Campus Administrator, the Receptionist is responsible to the Assistant Administrator for the general operation of the campus offices.

**4. Demonstrates Christ-like Interpersonal Skills**

*“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel,” Philippians 1:27, ESV*

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation (Mt. 18:15-17). Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
- C. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).

- D. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- E. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

**5. Honor God’s Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained** *“So then each of us will give an account of himself to God.” Romans 14:12 ESV*

- A. Follow campus/office procedures in regard to maintenance, cleanliness and general upkeep of assigned vehicles, treating each item as a gift from the Lord (Jas. 1:17).
- B. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to campus/office vehicles as per campus/office procedures to the administration (Prov. 28:18).
- C. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources/areas clean and picked up (Gal. 6:4, 5).
- D. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

**6. Additional Responsibilities**

*“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, ESV*

- A. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- D. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity, and only necessary items (Prov. 21:20).
- E. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- F. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).