

Front Desk Greeter

Position Summary: The Front Desk Greeter welcomes visitors, takes attendance, answers general phone calls, and explains the rules at SMITH.

Key Responsibilities:

- Greet all guests who enter the Playhouse
- Answer questions and offer information for visitors to Smith in person and on phone
- Understand the rules and regulations of the Playground and Playhouse and ensure that everyone entering the facility has been familiarized with them
- Work with other staff members to quickly address an incident in the event of an emergency
- Know the procedure when dealing with children with disabilities including those in wheelchairs

Reports to: Assistant Director

Qualifications:

- Be comfortable with people of various ages and diverse backgrounds
- Be organized, thorough, and detail-oriented
- Be comfortable as either an independent worker or a team player, depending on the situation
- Be able to multi-task

Support: Training for this position will be provided. In addition, the Assistant Director will be available for questions and assistance

Security Clearances: Child abuse clearance and criminal background check are required and must be provided by the volunteer.

Smith Memorial Playground and Playhouse is a non-profit organization located in East Fairmount Park, Philadelphia, PA. Founded over 100 years ago to provide opportunities for imaginative and creative play for children, SMITH's 24,000 square foot Playhouse and 6 ½ acre Playground welcome 140,000 visitors annually. SMITH's mission is to provide children 10 and under from diverse backgrounds with free and accessible one-of-a kind play experiences that meet their physical, behavioral, and developmental needs. The Playhouse is open year-round for children 5 and under, and the Playground is open April – October for children 10 and under. Admission is free. SMITH is easily accessible from Kelly Drive, Route 76, or SEPTA bus #32 which stops at the Fairmount Park entrance at 33rd and Oxford Streets.

