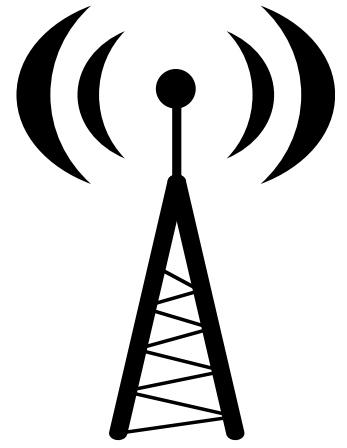


# Receptionist

## BBEDC / DCSD Youth Internship



### Qualifications

- A BBEDC CDQ community resident
- Must be 14-17 years old
- Employment history of promptness and dependability
- Good verbal & written communication skills
- Flexibility in work environment
- Able to work cooperatively and respectfully with all school district staff and the general public
- Familiar with Microsoft Office software

### Duties

- Greet visitors
- Add and remove content on KDLGs website
- Assist with annual membership drive
- Answer phones and route calls and messages in accordance with established KDLG procedures
- Type up announcements to be aired on the radio and post to the KDLG website
- Keep work area clean
- File office documents
- Take inventory and order supplies as needed
- Other duties as assigned

### Compensation

- \$13.93 per hour
- 40 hours per week
- June - July 2021
- Up to 9 weeks of employment

**BBEDC will be accepting applications until the position is filled.**

**For an application or more information please contact BBEDC at 842-4370**

