



MOUNT PLEASANT
CHRISTIAN CHURCH

JOB DESCRIPTION

CLC Front Desk | MOUNT PLEASANT CHRISTIAN CHURCH

POSITION TITLE: CLC Front Desk

EFFECTIVE/REVISED: May 1, 2026

STATUS: Part time

REPORTS TO: Wellness Coordinator

Our Mission

We Reach not yet believers with the love of God. (Evangelism)

We Raise disciples who are becoming more like Jesus every day. (Discipleship)

We Release people to live boldly for Him right where they are. (Missional Sending)

{Reach: Matthew 28:19-20 (NLT) Raise: Ephesians 4:12 (NLT) Release: 2 Corinthians 5:20 (NLT)}

Our Vision

We are a movement of people who love boldly, grow daily, and live on mission... right where we are. A church where not yet believers find hope, and followers of Jesus find purpose.

{Acts 2:42-47}

01. Summary of Position:

The position of CLC Front Desk serves CLC members and guests through excellent customer service and administrative support for the sports ministry staff in alignment with the mission and vision of Mount Pleasant Christian Church.

02. Duties:

- Provide customer service to all guests
- Answer phones
- Process memberships
- Process all registrations for leagues and programs
- Manage all payments of memberships and registrations
- Provide administrative assistance for the Sports & Wellness staff team
- Keep accurate records and update the database



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03. Characteristics:

- Christian individual with a heart for others
- Willingness to collaborate and foster a team environment
- Strong communication skills
- Self-motivated and organized
- Energetic and enthusiastic
- Passionate
- Consistent pursuit of personal and professional progress
- Commitment to excellence
- Problem solver
- Strong cash handling skills
- Flexibility with scheduling

This job description is not designed to cover every job requirement. Mount Pleasant reserves the right to change job duties at any time.

04. Required Experience:

- Computer Skills
- Customer Service Experience
- CPR Certification or willing to get Certified

05. Staff Expectations:

- Faithful in weekend worship
- Practice a lifestyle witness
- Be willing to assist with and perform responsibilities outside of your area as needed
- Always display a willingness to help members and guests when asked or in critical times
- Personal acceptance and alignment with Mount Pleasant's vision and mission