



Mary Mitchell Family and Youth Center

2007 Mapes Avenue, Bronx NY 10460
(718) 583-1765 ♦ Fax: 718-583-1064 ♦ themarymittelfyc.org

Position Title: Receptionist

The Mary Mitchell Center's mission is to improve the lives of families and youth in the Crotona community of the Bronx. A central tenet of the MMC philosophy is that nurturing youth in a caring, safe, yet stimulating environment can help them to become productive citizens. Thus, the MMC's goal is to offer various programs, including afterschool and summer programs, that provide Bronx youth with academic support, leadership development, health and nutrition education, and physical fitness and artistic development. Each program includes social skills and mentoring components integrated into the curriculum. The MMC seeks to help Bronx youth find alternatives to negative peer influences; pursue educational excellence; make positive life choices; and display appropriate social skills.

Job Description: Part-Time: 20-25 Hours a Week

The After-School and Summer Camp Receptionist will be the greeting face of the Center, welcoming families, youth, and community members as they enter the building.

Receptionist Responsibilities

- Greet families and youth as they enter the building; ensure all students are properly signed into the program and signed out of the program during dismissal and early pick-ups.
- Ensure guardians picking up are the responsible party to pick up
- Remain at the front desk during operating program hours from 2:30 – 6 pm
- Make sure everyone entering the building who has questions or is looking for additional resources is signing in with the security guard and being cleared before entering to speak with any supervisors or directors.
- Assisting with answering the phone and directing any call not for the After School program to the correct personnel or taking a message.
- Monitor the reception area and maintain a clean, organized, and welcoming front desk.
- Maintain visitor sign-in and sign-out records.
- Verify the identity and purpose of visitors before allowing access to program areas.
- Notify the Program Director or designated staff member of visitors, deliveries, or appointments.
- Assist with daily participant arrival and dismissal procedures.
- Help verify that participants are released only to parents, guardians, or other authorized individuals.
- Maintain participant sign-in and sign-out sheets and other required program records.
- Contact parents or guardians regarding absences, late pickups, emergencies, or other program-related matters as directed.
- Enter and update participant, attendance, and family information in approved program databases or tracking systems.



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- Assist with preparing attendance sheets, participant lists, dismissal lists, telephone logs, and other administrative documents.
- Receive, sort, and distribute mail, packages, and program materials.
- Provide families with accurate information about program schedules, activities, events, closures, and policies.
- Assist with scheduling meetings, parent orientations, special events, and appointments.
- Support communication between families, program staff, school personnel, and community partners.
- Follow all confidentiality requirements and protect the personal information of participants, families, and staff members.
- Attend required staff meetings, orientations, professional-development sessions, and trainings.

Must be available to work on the below selected holidays from 8 am – 6 pm.

Mandatory Working Holidays
Monday, September 21, 2026 – Yom Kippur
Monday, October 12, 2026 – Italian Heritage/Indigenous Peoples Day
Wednesday, November 11, 2026 – Veterans Day
Monday, January 18, 2027 – Rev. Dr. Martin Luther King Jr. Day
Monday – Friday, February 15-19, 2027 – Midwinter Recess
Tuesday, March 09, 2027 – Eid al-Fitr
Monday, May 17, 2027 – Eid al-Adha
Monday, May 31, 2027– Memorial Day
Thursday, June 10, 2027 – Anniversary Day / Chancellor’s Conference Day

COMPASS DYCD is a contract-based program, and this position is available for as long as the program is being funded.

Qualifications:

- 21 Years or older
- Background check and fingerprints must be done and completed before employment can begin
- Responsible for remaining at station and represent the Mary Mitchell Center with integrity
- Must be bilingual in English and Spanish



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Payment:

- 20- 25-hour work week
- Pay rate starting at \$17.00 per hour



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