

## **Park View Community Mission Food for Families Front Desk Associate**

### Description of Position

The Front Desk Associate will assist with checking in students at the front desk, including greeting them warmly and logging them in the system. The student will assist the director with clerical work, including filing and organizing check-in and donation information. This will assist in the director's reporting procedures, both internally and externally to colleagues and supervisors. Hours of Operation are typically between 8:00am-4:00pm, Wednesday-Saturday.

The student will report to the Liberty University Federal Work Study Coordinator and Park View Director of Food for Families. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office  
Student Service Center in Green Hall  
1971 University Blvd  
Lynchburg, VA 24515

Park View Community Mission  
Food for Families  
2420 Memorial Ave Lower Level  
Lynchburg, VA 24501

### Job Responsibilities

- Greet visitors, gather information to assess needs, and provide options based on available resources
- Search, identify, and select the client record through computer intake position
- Maintain and update client information and record all client visits to the mission
- Assist with unloading, receiving, and stocking donations received at site
- Assist Director with other duties as assigned

### Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email [workstudy@liberty.edu](mailto:workstudy@liberty.edu). To apply, click here: [https://careers.liberty.edu/?job\\_posting=R0001083](https://careers.liberty.edu/?job_posting=R0001083).