

PART-TIME FRONT DESK RECEPTIONIST WANTED FOR:

TIERRASANTA VILLAGE OF SAN DIEGO (TVSD)

- **IF** you have the desire to assist our Tierrasanta residents who have celebrated their 50th birthday to have a practical means and the confidence to be able to live their lives to the fullest in their own homes as they grow older;
- **IF** you want to work mornings part-time;
- **IF** you want to work in your own community where you can really make a difference;
- **IF** you want to work in a welcoming environment, consider yourself to be a “people person” with a positive attitude, and have excellent oral and written communication;
- **IF** you possess good telephone etiquette have cell phone experience, and are computer literate;
- **IF** you have good organizational skills and can work well with our Board of Directors, Executive Director, Admin, Committees and Volunteers.

THEN you should consider sending your resume to the TVSD Board of Directors at tvsdboards@gmail.com so they can contact you to discuss this position and see if this is the job for you!

July 6, 2015