



# PALMETTO

## CHRISTIAN ACADEMY

**Job Title:** Part-Time Front Kiosk Attendant

**Status:** Part-time position for the 2025-26 school year  
Schedule to be determined  
Kiosk Hours: 7:30am - 3:00pm

**Prepared by/Date:** Lisa Shimakonis / April 2025

**Organizational Status:** This position reports to the Director of Admissions.

### Position Summary:

Palmetto Christian Academy is seeking a part-time Front Kiosk Attendant for the 2025-26 school year. The preferred candidate will have previous experience dealing with the public in a customer service role and/or have established relationships with PCA parents.

### Primary Responsibilities:

- Greet and direct parents and guests as they enter the building
- Answer phones and direct calls as needed
- Use the Raptor System to perform limited background check on visitors
- Manage attendance records and contact parents to verify absences as needed
- Provide general information regarding daily events and schedule changes
- Assist school office staff as needed and as time permits
- Accept deliveries for the school and church

### Qualifications and Requirements:

- A problem solver with the ability to work with limited supervision
- A servant attitude with the ability to interact with all visitors with a gracious and positive manner to support the larger mission of PCA
- Excellent communication skills both in person and on the telephone with PCA and East Cooper Baptist Church (ECBC) staff, parents and visitors
- Organized and accurate with recordkeeping
- Comfortable with general data entry and producing database reports
- Spiritual and emotional maturity
- Supportive of and committed to Christian education and the values and goals of PCA

Candidates must be in agreement with the PCA Statement of Beliefs which can be found [HERE](#) and must demonstrate a strong, personal relationship with Jesus Christ.

If you believe you are qualified, we invite you to submit an [online application](#).

Please direct your questions or resume to Mrs. Lisa Shimakonis, Director of Admissions, at [lshimakonis@palmettochristianacademy.org](mailto:lshimakonis@palmettochristianacademy.org).