



JOB TITLE: Receptionist
LOCATION: Anaheim, CA (In-Person)
STATUS: Full-Time (Non-Exempt)
SALARY: \$45,000-\$50,000

ORGANIZATION:

TGR Foundation is a leading education nonprofit founded in 1996 by Tiger Woods. With a commitment to providing opportunities that unlock the unlimited potential in the lives of young people from under-resourced communities, its mission is to empower students to pursue their passions through education. In 2026, TGR Foundation is celebrating 30 years of driving dreams together. Through its TGR Learning Labs and signature education programs focused on science, technology, engineering, arts and math (STEAM) educational enrichment, career and college readiness and health and well-being, TGR Foundation has served more than 217,000 students. For more information, visit TGRFoundation.org or connect on Facebook, X and Instagram.

POSITION SUMMARY:

Receptionist will report to Administrative Manager and will be responsible for greeting, welcoming, and directing students, families, and visitors appropriately, notifying staff of visitor arrival and maintaining security and telecommunications systems. They will be responsible for developing and maintaining operational excellence with all TGR Learning Lab programming-specific data management. They are responsible for developing and maintaining operational excellence with staff and students, and will focus on supporting a variety of administrative functions and department policies and procedures. They will preferably have past involvement in educational programs for youth and experience or interest in customer service.

RESPONSIBILITIES:

- Serve as the primary point of contact by greeting visitors and responding to phone, email, and in-person inquiries with exceptional customer service.
- Manage student, program, and participant data in the organization's database, including data entry, record maintenance, reporting, and quality assurance.
- Support program registration, student check-in, attendance tracking, rosters, badges, and participant communications.
- Provide administrative support, including payment processing, filing, data entry, inventory management, and preparation of program materials.
- Coordinate transportation requests and provide logistical support for programs, meetings, and special events.
- Maintain a clean, organized, and secure reception area while following organizational policies, procedures, and visitor management protocols.

- Build positive relationships with students, families, volunteers, staff, and community partners while maintaining confidentiality of sensitive information.
- Perform other duties as assigned in support of Learning Lab operations.

EDUCATION, EXPERIENCE & SKILLS REQUIRED:

The Receptionist will have past involvement in educational programs for youth and data management. In addition to

- Ability to work Monday – Thursday, 9:30 am – 6:30 pm, Friday, 8:00 am – 5:00 pm and occasional evenings and Saturdays;
- High school diploma or an equivalent combination of skills, training and experience;
- Impeccable interpersonal, organizational and verbal/written communication skills;
- Proficient computer skills, including knowledge and application of MS Office;
- Ability to work with constant interruptions;
- Ability to read, write and speak Spanish preferred;
- Support TGR Foundation mission, vision and core values.

TO APPLY:

Send an electronic cover letter and résumé to Ashley Cortez at acortez@tgrfoundation.org.

- Cover letter
- Resume

TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of each, and every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.