

Job Opening: Family Vision Community Assistant

The Family Vision (TFV) | Part-Time

About The Family Vision

The Family Vision exists to be the education resource community, equipping families to confidently prepare generations to impact the culture for Christ. Through our homeschool library, curriculum consignment, parent collaboratives, and community programs, we support families with Christ-centered resources, meaningful connection, and practical tools for learning and life.

At TFV, families aren't just visitors, they are a part of the community. The **Family Vision Community Assistant** plays a key role in creating a welcoming, supportive experience from the moment someone walks through our doors.

The Role

The Family Vision is seeking a **Family Vision Community Assistant** to support daily operations, serve as the welcoming face of our space, and assist families using our homeschool library, curriculum consignment, and facilities.

This role is ideal for someone who enjoys people, values organization, and feels at home in a homeschool or family-centered environment. **Experience with homeschooling, whether as a homeschool parent, graduate, or active supporter, is highly preferred.**

Key Responsibilities

Community Welcome & Front Desk

- Maintain a warm, welcoming presence at the front desk
- Greet families, visitors, delivery personnel, and community partners
- Direct visitors to the appropriate areas and answer general questions

Communication & Administrative Support

- Answer phone calls, provide information, take messages, and redirect calls as needed
- Support basic administrative and operational tasks

Library & Resource Support

- Assist with basic library functions including:
 - Item check-out and check-in

- Renewals and patron account management
- Shelving and organizing materials

Curriculum Consignment & Sales

- Assist consigners with completing consignment forms
- Answer questions about the consignment process
- Ensure items are properly contained and organized before consigners leave
- Operate the cash register for consignment sales and in-store credit use

Facilities & Programs

- Schedule conference room use and collect rental fees
- Answer questions related to use of facilities
- Assist with library programs, workshops, and community activities as needed

Additional Support

- Occasionally run short errands (post office, local pickups)
- Provide general support to staff as needed to keep operations running smoothly

Ideal Candidate

- Familiar with or involved in homeschooling (strongly preferred)
- Friendly, dependable, and people-oriented
- Organized and attentive to detail
- Comfortable handling cash transactions
- Able to multitask in a community-centered environment
- Aligned with The Family Vision's faith-based mission and values

Schedule & Compensation

- Part-time, hourly position
- Schedule and compensation commensurate with experience
- On-site role

How to Apply

Please email a brief introduction and relevant experience to:

Email: sheryleef@thefamilyvision.org to apply.

If you love encouraging families, supporting homeschool journeys, and being part of a faith-centered community, we would love to meet you.