



Receptionist 2025-2026

Full-Time Position

Marin Waldorf School is seeking a dynamic, creative, and dedicated full-time receptionist to join our vibrant school community. We are looking for someone with flexibility, warmth, and enthusiasm to support our front office and help ensure the school runs smoothly every day.

Key Responsibilities:

- Open and secure the office and school each school day
- Answer and manage phone calls, parent inquiries, and messages, ensuring timely communication for teachers, staff, and families
- Provide clerical support to front office colleagues and faculty, including maintaining records, filing, and handling emails
- Help maintain a clean, organized, and welcoming front office environment
- Assist with other day-to-day office tasks as needed to support smooth school operations

Qualifications & Skills:

- Pleasant, professional, and welcoming manners
- Strong phone etiquette and communication skills
- Punctual and reliable with a cooperative attitude
- Experience working in a school or educational setting is preferred but not required
- Comfortable managing emails, messages, and basic clerical tasks

If you're passionate about working with children and contributing to a warm and supportive school environment, we would love to hear from you!

Marin Waldorf School offers a comprehensive educational experience through its vibrant parent/toddler program, two preschools, two kindergartens, and a full grades program (grades 1–8). Our 10-acre campus includes a beautiful oak grove, biodynamic garden, very large grass playing field, Multiple play areas and gardens for Early Childhood through 8th grade as well as a library and a woodwork studio. Our expanded curriculum includes Woodwork, handwork, instrumental music, orchestra, choir, physical, outdoor, environmental and ecology education, gardening, Eurythmy, Spanish, and Mandarin.

MWS is located in the heart of beautiful Marin County, California, just 25-40 minutes from San Francisco, Sonoma, Berkeley, Santa Rosa. Our county is renowned for its beaches, hiking trails, and giant Redwood trees. Our unspoiled coastline is protected by thousands of acres of parkland easily accessible for after-hours and weekend adventures.

MWS is a fully accredited member of AWSNA. To learn more about our school, please visit our website at www.marinwaldorf.org.

Please send your resume and cover letter to: jobs@marinwaldorf.org.