

Position Title: Front Desk/Receptionist
Nature of Position: Seasonal, June-August 2017, Part Time
Salary: \$12.00 per hour
Reports To: Operations Director



Agency Description: Founded in 1971, Girls Incorporated of Carpinteria is an affiliate of the national Girls Incorporated organization, the nation's leading expert on issues affecting girls and young women. Our mission is to inspire and empower girls and women to achieve personal, social, political and economic success. We provide quality, research based programming to over 600 girls and young women ages 5-18 and their families in Ventura and Santa Barbara counties.

Job Summary: Perform administrative duties and daily tasks to maintain office efficiency and maintain positive participant and family relationships.

Minimum Knowledge/Skills/Ability Requirements:

- Ability to provide proof of Measles and Pertussis vaccination
- Must be at least 18 years of age
- High School diploma or equivalent
- Spanish speaking
- Excellent oral and written communication skills
- Ability and desire to work as a team player with experience in a collaborative work environment
- Strong problem solving skills
- Time management skills and ability to prioritize work
- Strong computer skills and experience in an office setting
- Ability to adjust to changing circumstances as needed

Desirable Requirements

- 2-year college degree
- 12 college units in early childhood education or other related field
- Ability/desire to obtain class B License with a Youth Bus Certificate

See detailed summary of essential job functions on following page

Please submit cover letter, references and resume to Jessica@girlsinc-carp.org

Key Responsibilities	Expectations
<p>Perform administrative program duties.</p>	<ul style="list-style-type: none"> ▪ Manage membership database ▪ Maintain daily logs and lists relevant to programs ▪ Manage phone calls ▪ Oral and verbal translation when needed ▪ Maintain office efficiency by implementing existing systems and adjusting when needed ▪ Maintain office services by organizing procedures and supplies, controlling correspondence and maintaining filing systems ▪ Maintain and update member files as needed ▪ Collaborate with bookkeeper on billing issues when needed ▪ Support administrative and program staff as needed
<p>Build and maintain participant and family relationships.</p>	<ul style="list-style-type: none"> ▪ Greet and welcome all members and families daily ▪ Inform members and families of special events and programs ▪ Manage the front desk to ensure proper screening of adults and children entering and exiting the building ▪ Communicate with local schools and families regarding daily attendance ▪ Maintain records of group locations and direct screened adults to the proper location where they are picking up ▪ Collect weekly payments and provide receipts and balances ▪ Manage girls in the isolation room for illness or behavior issues as needed

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.