Girls Place
A Place to Go…
…A Place to GROW
501 (c) (3)

Position Title: Administrative Assistant

Reports to: Executive Director and Program Director

Mission Statement: Girls Place, Inc. is a non-profit organization dedicated to empowering girls of all racial, religious, and economic backgrounds to GROW confident, strong, and independent in order to thrive in the world around them.

Job Summary:

Administrative Assistant is a part-time position. Duties are assigned by the Executive Director and Program Director. Within these responsibilities the Administrative Assistant is required to adhere to board and DCF policy on check in/out and ensure the safety of the children in the program.

Hours Required:

As set by the Executive Director and Program Director

Qualifications:

- Must have good communication skills
- Must have the ability to work effectively with a variety of individuals in varying age groups, socio-economic, and educational backgrounds
- Must submit to and pass a FDLE II Background check
- Must complete required DCF courses/exams and Early Learning Coalition classes
- First Aid and CPR certified

Performance Standards:

- Understand and abide by all Girls Place policies and manuals including board policy on check out
- Assure the safety of the girls during check in/out and through direct supervision of the lobby and knowing the names of all the girls and recognizing parents and guardians
- Create, update, and distribute check in/out sheets using Microsoft Excel
- Monitor correct sign in and out practices for both Girls Place and Early Learning Coalition assistance
- Update and maintain Member Tracking System (MTS) and run reports as necessary
- Arrange for additional front desk help as needed
- Update and maintain forms for the Girls Place website, documentation, and filing
- Update and maintain medical paperwork for members
- Answer phone and direct calls and questions
- Establish communication with parents/guardians about absences, future events and activities, and any other information we may need regarding the member
- Notify the Executive and Program Directors of issues or concerns
- Provide a welcoming environment through a clean and organized lobby and front desk
- Other duties as assigned

Agency Requirements:

All employees of Girls Place are expected to demonstrate a commitment to:

- Promoting diversity and equality
- Professional ethics and standards
- Flexibility and teamwork
- Protection of confidentiality

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, carry, push, pull, bend, stoop, reach, talk, and hear. The employee must occasionally lift and/or move up to 10 pounds of materials and at times lift and/or move up to 25 pounds of equipment.

Affirmation:

I will strive to practice these principles daily in my work in order to create an atmosphere where clients and staff are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold co-workers accountable in order to create a responsible environment.

I recognize that providing and supporting quality client services is the priority and my actions, attitude, and involvement should positively impact every donor's experience.

	I **do not** need any accommodations to complete my work as described above.
	I **do** need special accommodations to complete my work as described above. The following is a description of the special accommodations I need:

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation:

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Girls Place.

EMPLOYEE'S NAME (Print)

SUPERVISOR'S NAME (Print)

EMPLOYEE'S SIGNATURE

SUPERVISOR'S SIGNATURE

DATE

DATE