JOB POSTING

Girls Incorporated of Lynn is a United Way agency that provides after-school and vacation programming for girls ages 5−13. A **SCHOOL AGE OFFICE ASSISTANT** is needed to join ourteam to assist the program director and site coordinator with front desk and office duties and to inspire girls to be strong, smart, and bold and to develop girls’ capacity to overcome the effects of discrimination, be self-sufficient, responsible members of the community, and by serving as a vigorous advocate for all girls.

**Position:** School Age Office Assistant

**Hours:** Monday−Friday, 10:00am−6:00pm

**Benefits:** Paid holidays

**Salary:** $19.53/hour

**Qualifications:** Excellent interpersonal skills. Minimum one-year experience working with school age children.

Under graduates or graduate college students. First Aid and CPR a plus. **Ability to speak Spanish a plus.**

**RESPONSIBILITIES:**

* Greet all members, parents, staff, and visitors in a friendly manner
* Provide information, answer questions, and direct members, parents, staff, and visitors
* Answer the front desk phone directing calls to appropriate team member
* Ensure visitors sign-in and out and are directed to appropriate team member
* Ensure all members sign in when entering the building
* Maintain a clutter free and organized front desk and lobby area
* Organize and maintain staff training log
* Organize and maintain staff observation log
* Make copies and file members’ documents
* Record members’ plans and attendance
* Maintain staff check list
* Organize invoices for parents
* Maintain First Aid kits
* Help cover staff lunches and breaks
* Keep supervisor informed of problems, concerns, needs, trends, and unusual activities
* Maintain accurate class records
* Participate in staff meetings and trainings as requested
* Organize and maintain assigned work area
* Uphold and enforce Center rules and safety regulations
* Carry out other responsibilities as assigned

Candidate must complete a successful CORI check to be eligible for employment.

Applications/resumes accepted Monday through Friday from 10:00−5:30pm at:

## GIRLS INC. OF LYNN—50 High Street, Lynn, MA 01902

For more information, contact Maria Manzueta at 781−592−9744 x224 or e-mail mamanzueta@girlsinclynn.org

GIRLS INC. OF LYNN IS AN EQUAL OPPORTUNITY EMPLOYER