

# JOB DESCRIPTION

## GIRLS INC. OF OMAHA

04/04/2023

### Bilingual Receptionist – Emma Lozier Center

**Job Title:** Emma Lozier Center Receptionist

**Reports To:** Emma Lozier Center Director

**General Purpose:** This high-energy position works in a frontline, hands-on capacity to ensure effective, efficient and safe day-to-day operations of the center's front desk, as well as a welcoming, fun, safe environment for girls.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES:

##### Essential Functions

- Staff and manage front desk area during the hours scheduled through your supervisor (usually 10am-7pm school year and 9am-6pm summer & school holidays with 1 hour lunch break).
- Answer telephone, route calls to staff or voice mail, retrieve general voice mail mailbox messages daily.
- Have knowledge of staff positions and areas of responsibility in order to direct calls and visitors.
- Be knowledgeable of staff schedules, who is out of building, PTB schedules, etc.
- Answer door and admit visitors after clearing via security camera.
- Direct deliveries to appropriate location and staff person.
- Be knowledgeable of building layout in order to direct visitors.
- Be able to relate general Girls Inc. information (center hours, types of programs, membership requirements, etc.).
- Keep reception area stocked with brochures, newsletters, flyers and other information for parents and visitors
- Keep the front desk area neat and organized.
- Assist with clerical tasks.
- Assist members with questions, telephone usage, sick room, activity area, etc.
- Receive fee payments from members and parents.
- Regular and predictable attendance.

##### Marginal Functions

- Attend appropriate staff meetings and trainings.
- Other duties and projects as assigned.

### Position Details

- **Job Type:** Full-time
- **Salary:** \$18/hour
- **Schedule:** 8-hour shift, Monday to Friday
- **Hours:** Girls Inc. is open to girls after school until 7pm during the school year and 7am until 6pm during summer break.
- **Overtime Status:** non-exempt
- **Work Location:** Girls Inc. of Omaha, Emma Lozier Center 5407 South 30th St. Omaha, NE. 68107

### Education, Skills, and Experience

- Intermediate to advanced skills in Microsoft Office software, especially Word & Excel.
- Good communication skills.
- Good organizational skills, self-starter, and detail oriented.
- Experience working in an office environment.
- Experience with multi-line phone system.

### Equipment Use

- Computer
- Copier
- Multi-line phone system

### Physical Requirements and Working Environment

- Must be able to lift 15 – 20 lbs.
- Must be able to sit for extended periods of time to answer phones and work on computer.

### Background Check

Girls Inc. State daycare licensing requires a Child Abuse and Neglect registry check. In addition, Girls Inc. requires a criminal background check.

### Diversity, Equity, and Inclusion Statement

Girls Inc. of Omaha welcomes all girls – regardless of race, color, religion, ethnicity, national origin, immigration status, sexual orientation, assigned sex at birth, gender identity or expression, or other differences.

We actively strive to create an anti-racist environment for girls and grownups and to promote a culture of inclusion where all people are free to bring their whole selves to work, play, volunteer, and learn.

We are **STRONG** because we have to be. Equity work isn't easy; it is uncomfortable.

There is no quick fix. We are committed to it.

We are **SMART** because we acknowledge that the work is ongoing and requires lifelong learning.

We are open and ready to learn.

We are **BOLD** because we are committed to walking the walk: we speak up and we act.

We are part of a movement for a more just and equitable future for the girls we serve and for all people.

## Benefits

- 403(b)
- 403(b) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Family leave
- Professional development assistance
- Vision insurance

Send resume and cover letter to Tracy Brown, Director of Operations [tbrown@girlsincomaha.org](mailto:tbrown@girlsincomaha.org)