



of Metro Denver



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## **Inspiring all girls to be strong, smart and bold**

At Girls Inc. of Metro Denver (GIMD), we believe the Girls Inc. Experience™ equips girls to navigate gender, social, and economic barriers and grow into healthy, educated, and self-sufficient adults who advocate for themselves and others. Collaborate with a dynamic team, celebrate diversity, and help remove barriers for girls. Unleash your enthusiasm, compassion, and commitment to make a lasting impact.

### **Position Summary:**

We are seeking a part-time Front Desk Receptionist to be the welcoming face of our organization. The ideal candidate will be the first point of contact for visitors, families, and employees, providing exceptional customer service. Responsibilities include managing phone calls, handling inquiries, and ensuring a smooth flow of day-to-day operations. The Front Desk Receptionist plays a crucial role in maintaining a professional and organized front office environment along with supporting the center for data intake and processing needs. Strong communication skills, a friendly demeanor, and the ability to multitask are essential for success in this role. Join our team and be a pivotal part of creating a positive and welcoming atmosphere for our Girls Inc. community.

### **Job Duties:**

#### **Administrative/Front Desk (60% of position):**

- Provide warm and welcoming hospitality to all guests entering Girls Inc. Of Metro Denver.
- Maintain an organized, neat, and tidy front desk and main lobby.
- Direct inquiries and guests to appropriate staff member or program.
- Oversee girls' check in (arrival) and check out (departure) from GIMD's Center.
- Answer phones and redirect calls as needed.
- Promptly handle and process incoming and outgoing mail and packages daily.
- Support families to fill out and submit registration and membership paperwork.
- Disseminate program information to members and their families and constituents.
- Assist Program Managers and other program staff with prompt written and phone correspondence.
- Provide translation for families, callers, and guests who prefer to communicate in Spanish.
- Assist parents and guests with general program questions in English and Spanish.



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- Support the Manager of Elementary Programs to oversee van routes, schedules, vehicle check out and Talking Points.
- Keep sick bay protocols up to date and maintain daily checks on participants as needed. Generate and process participant invoices accurately and in a timely manner.
- Support staff with administrative duties as needed.

**Data Entry & Data Maintenance (30% of position):**

- Enter daily data into GIMD's program database, Compass 360
- Support data entry projects
- Pull reports and organize program data for regular and annual reports.

**Organizational Support (10%)**

- Serve as support and backup for program related needs; including but not limited to supervising girls, meal distribution, homework help or free time, drive a van route for a van driver who is absent.
- Attend all Girls Inc. of Metro Denver staff meetings and program trainings, as needed.
- Participate in special events such as open houses, fundraisers, etc.
- Daily cleaning and supply stocking of front desk and lobby area.
- Support girls' safety through relevant front-desk activities and ensure compliance with GIMD's safety/security policies and practices.
- Other duties as assigned.

**Location: Girls Inc. of Metro Denver, 1499 Julian Street, Denver, Colorado 80226**

**Schedule:**

**Morning Receptionist Hours:** 10am to 2:30pm, Monday through Friday. *Summer hours subject to change.*

**Afternoon Receptionist Hours:** 2pm to 6:30pm, Monday through Friday. *Summer hours subject to change.*

**Pay range: \$19.00-\$21.00 per hour**

**Education/Experience:**

- High School Diploma or GED equivalent
- Customer service experience.
- Experience working with urban communities, diverse populations, cultures and economic experiences.

**Qualifications:**

- Comfort navigating Microsoft Suite, databases and billing systems.
- Cultural competence and appreciate for diverse populations, cultures and economic experiences
- Eagerness to learn new skills
- Bilingual Preferred: English/Spanish

**Application Requirements:**



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- How to apply: Please complete the application [here](#). No cover letter needed. No phone calls, please.