



Girls Incorporated®
of Tarrant County

Reception Desk Volunteer Needed!

Girls Inc. of Tarrant County is in need of someone to work a few hours a day Monday through Friday at our reception desk. The qualified person will be responsible for the following duties:

- Answer telephones and direct calls
- Take childcare payments
- Look up childcare totals
- Assist parents with enrollment forms
- Make copies
- Keep files
- Assist with other office tasks as assigned

Direct supervision and training will be given by the Account Manager.

The ideal candidate will have computer skills, clerical skills, customer service skills, and a clean appearance. Experience with Quick Books a plus.

Hours will be Monday through Friday from 2:00–5:00 p.m. with some flexibility.

Interested persons should download a volunteer application from www.girlsinctarrant.org and submit it to Amy Rasor along with a copy of social security card and driver's license. All applicants must consent to a background check.

Amy Rasor
Volunteer Coordinator
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