

GIRLS CLUB OF ALACHUA COUNTY  
2101 NW 39th Avenue  
Gainesville, FL 32605

**Position Title:** Check out

**Reports to:** Program Director

**Job Summary:**

Duties as assigned by Program Director. Within these responsibilities the check out staff person is required to adhere to board policy on check out and ensure the safety of the children in the program.

**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 background investigation as required by Florida Statutes.

**Hours Required:**

Part-time position

**Performance Standards:**

- Adhering to board policy on check out
- Assuring the safety of the girls during check out and through supervision of the lobby
- Knowing the names of all the girls and recognizing parents and guardians
- Keeping the front desk area clean
- Arranging for additional front desk help as needed
- Monitoring check out sheets
- Notifying parents of upcoming events and activities
- Notifying the program director with issues or concerns