

Organization: **Youth & Family Services (YFS)**

Department: **GI**

Position: **Program Assistant/Game Counter Attendant**

Status: **Full-Time**

Reports to: **Out-of-School-Time Programs/Girls Inc. Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: Monday through Friday

Hours/Week: 40

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

Minimum Qualifications: High School diploma or GED required. Must have secretarial experience. Strong written and verbal communication skills including typing and phone use. Must have computer knowledge and other common office equipment. Ability to work independently and deal effectively with the public. Current vehicle liability insurance and a valid driver's license required. Must be dependable, accurate, and maintain confidentiality.

Essential Functions:

- Provide assistance to the GI Director and Center Based programming.
- Operate a multiple-line phone system.
- Accurately and positively promote Girls Incorporated programming through verbal and written communications.
- Strong writing and verbal communication skills.
- Must be proficient in Microsoft Office Suite, printers, copiers, fax, scanners, and standard office equipment common to a program office environment.
- Complete understanding of agency policies and Girls Incorporated operating procedures.
- Manage office and main reception desk processes and procedures including ordering and organization of program and office supplies.
- Maintain program records in MTS operating system and files as assigned.
- Maintain professionalism through effective communication, appropriate role modeling, continuing self-improvement and demonstration of a positive attitude.
- Serve as a contact person for facility maintenance/breakdowns/emergencies.
- Ability to multitask and work in a fast-paced environment.
- Receive and forward daily communications necessary to ensure normal program operation within agency, including mail, email, and phone calls.
- Facilitate data entry for statistics utilized in program reporting and accounting to funding sources.
- Oversee all aspects of the game counter area including organization, cleaning, and updating message board and program information. Perform additional duties as assigned by the GI Center Director.
- Promote and support all YFS programs and services

Environmental Functions: Perform duties in a child-centered environment. Ability to lift up to 25 lbs.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!