

Membership Desk Assistant

WORKING HOURS/PAY RATE: \$9/hr 9am-1pm M-F

VACATION/SICK DAYS: Unpaid, 2 per semester or annually

HOLIDAYS: Unpaid days off

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

BENEFITS: Outlined in Employee Handbook

DATES: August 5, 2019 - May 22, 2020

JOB DESCRIPTION:

The Membership Desk Assistant is responsible for welcoming all visitors to the Boys & Girls Club, answering general program or membership questions, intake of membership forms and payment, and tracking of camp payments. Will report directly to Program Director & Unit Director. Assist in leading nightly staff cleaning and closing of Lincoln St. facility.

QUALIFICATIONS:

1. Prior Youth Work or volunteer experience preferred
2. Must be able to use Excel and Word
3. Must have graduated from High School

ESSENTIAL JOB FUNCTIONS:

1. Work with our Membership & Community Engagement Director to help recruit and track new members as well as develop and maintain community relationships and partnerships.
2. Report to Neil Smith.
3. Assume other duties as assigned.

WORK REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
6. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
7. Ability to work in a professional environment and positively represent organization under various levels of stress.
8. Ability to work on multiple projects and prioritize effectively.
9. Visual acuity for accurate reading, typing, filing and use of computer screen.
10. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
11. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.



12. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
13. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
14. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume to
Neil Smith- Senior Unit Director
Boys & Girls Clubs of Bloomington- Lincoln St
311 S Lincoln St
nsmith@bgcbloomington.org