



## Membership Desk Coordinator

WORKING HOURS/PAY RATE: 25-30 hours a week Monday - Friday 2:00 PM - 7:00 PM

VACATION/SICK DAYS: 2 days per semester as requested, unpaid

HOLIDAYS: Unpaid, Non-work days

DATES: August 5, 2019 - May 22, 2020

PAY RATE: \$11/hr

BREAKS/LUNCH TIME: 15 minutes for every 4 hours worked

BENEFITS: None, see Employee Handbook

### JOB DESCRIPTION:

Individual is responsible for the intake and greeting of all Boys & Girls Club guests. Tasks will include answering the phone, registering new members and campers, greeting visitors that enter the facility, and directing all individuals to their appropriate destination. Individual is also responsible for filing and data management of members and volunteer staff. Monitor/manage flow of pedestrian traffic entering and leaving building, with special attention to safe/secure member entry and exit. Serve as ambassador to the Club. Maintain/implement member and volunteer tracking system. Will report directly to Program Director & Unit Director. Assist in leading nightly staff cleaning and closing of Lincoln St. facility.

### QUALIFICATIONS:

1. Volunteer experience preferred and experience managing others. Possess strong organizational skills. Demonstrate punctuality in managing volunteers.
2. Demonstrate the ability to manage multiple tasks simultaneously.
3. Ability to be dependable and available to members, staff, and volunteers.
4. Possess self-motivation and interpersonal skills.
5. Ability to speak to groups, agencies, students, and community members.
6. Technical skills include: Proficient in MS Word Excel, and Publisher; Proficiency in utilizing the internet; Data entry.
7. College experience required and degree preferred.
8. Seeking individual with Boys & Girls Club knowledge.

### MEMBERSHIP COORDINATOR ESSENTIAL JOB FUNCTIONS:

1. Politely question visitors regarding their purpose in visiting the Club.
2. Ensure processing of all entering members and volunteers, using member and volunteer tracking system.
3. Ensure processing of all existing member children using member tracking system and picture identification.
4. Be knowledgeable of all program and schedules.
5. Greet all visitors, members, and parents with a warm welcoming smile and verbal greeting.
6. Phone conversations must be respectful and polite.
7. Help all members, visitors and parents by answering questions when and where appropriate.
8. Process fee payments, providing completed receipt.
9. Distribute program equipment to members. Report damaged equipment to Unit Director.
10. Remain ever vigilant regarding member safety and security.
11. Thoroughly understand all emergency procedures (Fire, tornado, crisis ).
12. Maintain clean and well organized membership desk at all times.
13. Develop and implement a positive and inclusive membership intake process that informs and welcomes parents; including Club tours, form review, answering questions, and assisting new families as necessary. This includes intake of fees.
14. Answer the phone and positively direct callers to the appropriate destination.
15. Encourage a positive and welcoming environment for all visitors.
16. Create and provide communication materials to parents, school, or community members/organizations.
17. Register members as needed for camps or special events as needed.
18. Intake donations and properly process them.
19. Assist with clean up and organization of membership desk area.
20. Assist the Unit Director with weekly or monthly tasks as needed including organization of human resource information/distribution,
21. Assist the Unit Director with monthly tasks as needed including creating resource development and marketing materials, distribution of information, board data development, registrations, National Boys & Girls Clubs of America requirements, etc.
22. Assist with driving when necessary.
23. Report to Unit Director.
24. Assume other duties as assigned by Unit Director and Program Director.

### WORK REQUIREMENTS:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.

7. 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.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume to  
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