



Club Membership Coordinator

WORKING HOURS/RATE: Monday - Friday, 12 - 6 p.m. (varied, up to 30 hrs per week)/\$12 an hour

START DATE: Year-Round Position, Start by Sept. 1

BASIC JOB FUNCTION: The Membership Coordinator is responsible for the intake and greeting of all Boys & Girls Club guests. Tasks will include answering the phone, registering new members, greeting visitors that enter the facility, and directing all individuals to their appropriate destination. The individual is also responsible for filing and data management of members and volunteer staff, monitoring/managing flow of pedestrian traffic entering and leaving the building, with special attention to safe/secure member entry and exit and will maintain a member and volunteer tracking system.

EDUCATION/EXPERIENCE REQUIREMENTS: EDUCATION/EXPERIENCE REQUIREMENTS:

Must demonstrate the ability to manage multiple tasks simultaneously and an ability to be dependable and available to members, staff, and volunteers. Must possess self-motivation and interpersonal skills and an ability to speak to groups, agencies, students, and community members.

Technical skills include: Proficient in Google suite (Google Docs, Sheets, Forms, etc); Proficiency in utilizing email and data entry systems.

SKILLS/KNOWLEDGE 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.

ESSENTIAL JOB FUNCTIONS:

1. Develop and implement a positive and inclusive membership intake process that informs and welcomes parents; including Club tours, form review, answering questions, and assisting families as necessary.
2. Ensure processing of all entering/exiting members and volunteers, using member and volunteer tracking system, and processing payments and donations.
3. Input membership and camp registrations in data management system.
4. Maintain clean and well organized membership desk.
5. Create and distribute communication materials to parents, school, or community members/organizations.
6. Assume other administrative duties as assigned by Unit Director and Program Director.

TO APPLY: Send resume & work availability to Unit Director, Tabitha Cassani at tcassani@bgcbloomington.org. You may also call (812)300-0100 for more information.