



**BOYS & GIRLS CLUBS**  
OF BLOOMINGTON

## Kenworth Administration Center Job Description

803 N. Monroe St. Bloomington IN 47404

[www.bgcbloomington.org](http://www.bgcbloomington.org)

Office - 812.332.5311 Ext. 210

**Position Title:** Receptionist

**HOURS:** 25 hours per week

**PAY RATE:** \$12 per hour

**VACATION/SICK DAYS:** Unpaid as approved by the supervisor

**HOLIDAYS:** Unpaid days off

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

**BENEFITS:** None provided

**START DATE:** April 2021

**JOB DESCRIPTION:** The objective of the position is to maintain a presence at the front desk to greet and assist guests. When not welcoming a guest, the receptionist will assist in administrative tasks.

**QUALIFICATIONS:** High school degree or equivalent certification. Strong communication and organizational skills required. Must be hard-working, motivated, enthusiastic, willing to learn, and poised under pressure. Must have strong computer skills and be able to multitask. Previous customer service experience preferred.

### **ESSENTIAL JOB FUNCTIONS:**

1. Serve as a model representative for the organization.
2. Greeting guests. Assisting them with receiving their in-kind or monetary donations, questions, or other needs.
3. Maintain a neat, orderly, and safe office environment. This includes light cleaning as needed and making sure door areas are clear of snow or clutter.
4. Relocate in-kind donations to the designated area and follow up with staff as needed.
5. Track and distribute items on hold for guests to pick up.
6. Carry out the COVID organization and office protocols by seeing guests that visit are checked in and are wearing a mask.
7. Perform basic clerical duties: filing, typing, and organizing, etc.
8. Once trained, be proficient with the use of the copier to scan, copy, and make labels.
9. Answer the front desk phone. Take messages or transfer calls to appropriate staff members.
10. Assist the administrative staff in daily tasks, functions, & duties like addressing and stamping envelopes and assembling items.
11. Assist interns and other support staff.
12. Assist with filing, scanning, archiving, and destruction of office documents per our retention policy.
13. Process mail.
14. Recording checks in the check log, scanning, and preparing deposits.
15. Reconciling the check log for past deposits.
16. Attend staff meetings and training sessions.
17. Assume other duties as assigned.

### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

1. Exhibits impeccable professionalism and well-developed interpersonal skills.
2. Demonstrates a high degree of initiative and self-direction.
3. Demonstrates high caliber organizational and communication skills.
4. Demonstrates acute attention to detail.



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### **[COUNTINUED] REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

5. Maintains productive and open working relationships with administrative staff.
6. Must be able to demonstrate the ability to work with people from diverse racial/cultural/socio-economic backgrounds.
7. Abides by a strict code of confidentiality according to legal and professional standards.
8. Demonstrates ability to function in high-stress environments.
9. Possesses a servant's heart.
10. Demonstrates command of complete Microsoft Office Suite and Google Suite.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, machine buttons, etc.
2. Ability to work in a professional environment and positively represent an organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for an accurate reading, typing, filing, and use of computers.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Ability to hear for purposes of business-related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to verbally and clearly communicate on the telephone and in person.
8. Ability to lift and carry 15 to 50 pounds for office supplies and in-kind donations.
9. Ability to sit for a long time, bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

**Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.**

**Please send your resume and references to the Office Manager, Victoria Jones, at [vjones@bgcbloomington.org](mailto:vjones@bgcbloomington.org) or Boys & Girls Clubs of Bloomington, Atten: Victoria Jones, PO Box 1716 Bloomington IN 47402. Resumes accepted until job is filled.**