



BOYS & GIRLS CLUBS
OF BLOOMINGTON

FCBGC Membership Coordinator

WORKING HOURS/RATE: Monday - Friday, 1 - 7 p.m. during school year and 12 - 6 p.m. during school breaks, \$10-12/hr

START DATE: April 2021

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, receiving packages, organizing snack and food distribution, 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. The Membership Coordinator may also be asked to fill in for the program, supervising members and assisting with program implementation.

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 relationships 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 Directors.

Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.
Contact Tabitha Cassani at tcassani@bgcbloomington.org to apply.