



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

POSITION DESCRIPTION

TITLE: Branch / Membership Administrative Assistant

SALARY GRADE: 4

DEPARTMENT: Operations

REPORTS TO: Branch Director

Exempt Non-Exempt

PRIMARY FUNCTION:

Provides regular clerical functions to support the Branch and Branch Director as necessary. Primarily responsible for Club membership records, all data entry, basic Club financial accounting, and for heavy phone duties.

KEY ROLES (Essential Job Responsibilities):

1. Responsible for accurate computer entries regarding Club membership, including: registration, schedules, reports and filing of related materials.
2. Responsible for typing notes, letters, memoranda and prepare forms, articles, reports, and similar materials from rough drafts.
3. Organize and maintain a filing system for all awards for Club members, coaches, and for special events.
4. Answer telephones, providing general information, referring callers to other staff or taking messages as necessary.
5. Coordinated all pre-registration for larger Club programs; i.e., summer day camp, youth sports registration, and after school programs.
6. Meet with the branch personnel on a weekly basis to become better informed on upcoming programs, special events, field trips, and specialized classes.
7. Organize, implement and maintain files for all various forms that are needed in the necessary operation of the Boys & Girls Clubs.
8. Greets all members and visitors and maintains attendance log if applicable.
9. Perform other related secretarial or administrative duties as requested.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer) and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with members, families and the general public to fine and obtain information, either in response to inquiries or as instructed by supervisor.

SKILLS/KNOWLEDGE REQUIRED:

- ❖ High school diploma or equivalent
- ❖ Two years of office clerical experience
- ❖ Training in secretarial skills and use of common office equipment
- ❖ Good written and verbal communication skills
- ❖ Good organization and attention to detail
- ❖ Strong customer relations skills
- ❖ Able to maintain strict confidentiality
- ❖ Beginning Word & Excel; Windows XP - basic

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Please send resumes to: resumes@bgcs.org