



**MARGUERITE NEEL WILLIAMS
BOYS & GIRLS CLUBS**

EMPLOYMENT OPPORTUNITY

ORGANIZATION: Marguerite Neel Williams Boys & Girls Clubs
TITLE: Front-Desk/Membership Clerk (Part Time) – Thomasville Teen Center
LOCATION: Thomasville, Georgia

Job Summary:

The Front-Desk/Membership Clerk is the first face that welcomes Club Members each day. This position works closely with volunteers, parents and the community to ensure the Club is an enriching, fun and safe environment.

Key Roles: *(Essential Job Responsibilities)*

- Monitor front access door to the facility.
- Identify, greet, and direct individuals entering the facility, as well as enforcing visitor and volunteer entry policies.
- Answer telephone and provide proper assistance as needed.
- Register members, ensuring forms are thoroughly completed and signed.
- Data entry, maintaining membership and attendance, and ensure integrity of data entered
- Generate membership and attendance records, in addition to other types of custom reports using the database and other records.
- Accurately complete, collect and record membership fees; generally assist program staff with the efficient operation of the Club.
- Assist with games room program operations as needed.

Knowledge/Skills Required:

- This position helps the Club team deliver an outcome-driven Club Experience by ensuring the membership database is accurate and up to date at all times.
- Basic computer skills and knowledge of Microsoft Office.
- Experience with a multiple line telephone system
- Excellent organizational skills, attention to detail and positive attitude
- Excellent verbal/written communication and customer service skills; positive attitude
- Must maintain a positive, professional demeanor in a fast paced environment and ability to work collaboratively with others.
- Must work effectively with Club members, volunteers and parents.
- Physical requirements include some physical exertion such as lifting, stretching and bending as well as sitting for an extended period of time.
- Ability to multi-task, prioritize and assume additional duties as needed
- Additional responsibilities may include meeting with staff, inventory, up keep of equipment, maintaining a budget and participating in ongoing professional development.
- Prior administrative experience required
- High school diploma or GED
- Mandatory CPR and First Aid Certifications
- Must be at least 18 years of age and pass background check

Additional Responsibilities:

- May participate in special programs and/or events

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.

For questions or to apply, contact Sandra Austin at 229-228-5155 ext.103 or email saustin@mnw-bgc.org.