



St. Alban's
Boys & Girls Club

JOB POSTING: Front Desk/Administrative Assistant-Annex

Overview:

St. Alban's Boys and Girls Club is looking for 1 or 2 individuals to join our team! The front desk staff is the first point of contact for our Club members and potential members. You will help support the day to day operation of the Club and if working weekends, will be the main person on site to manage the Club.

Qualities:

- * Outgoing, friendly and possesses a positive attitude
- * A "client-first" mentality and commitment to providing a positive experience
- * Organized and the ability to multi-task
- * Punctual
- * Computer literate

Key Responsibilities:

- * Welcome members to the Club and assist them in whatever they need
- * Greet potential new members and explain our programs and what we do
- * Answer incoming phone calls and direct to the appropriate staff member
- * Receive and track any payments
- * Some data entry, new memberships and registrations
- * Weekends: being the main staff on site, helping with rentals, ensuring that those who are using the building are doing so appropriately

Hours Available:

Monday to Friday 5-7pm (Thursday 2-7pm)

Saturday & Sunday 9am-5pm

\$14/hour

Job Closing Date: Friday August 24th, 2018

Start Date: September 4th, 2018