



NOTICE OF JOB VACANCY

Posting Number: 19/20-17

Date Posted: 17 May 2017

Job Title: Membership Clerk (2 Positions Available)

Locations:

- (1) Cody Road Boys & Girls Club**
35 Cody Road South, Mobile AL 36608
Serving: Hillsdale, Mobile Terrace and West Mobile
- (2) Semmes Boys & Girls Club**
3810 Wulf Road East, Mobile AL 36575
Serving: Semmes

Hours:

- Part Time – Regular Schedule
- Academic Year – 29 hours per week
- Monday through Friday between 1:00 PM and 7:00 PM
- Summers: 40 hours per week –
- Monday through Friday - 9:00 AM to 6:00 PM.
- This schedule may vary slightly based on need and management decision.
- Extra hours as needed for special events.

The mission of the Boys & Girls Clubs of South Alabama is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Boys & Girls Clubs of South Alabama is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in the South Alabama region, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old. BGCSA has the following club sites in South Alabama: Cody Road Club, Kiwanis Club, Optimist Club, Prichard-Whitley Elementary Club, Sonny Callahan Club (Theodore), and Semmes Club (Semmes).

The Membership Clerk is the first staff member the public comes into contact with as they enter the Club, setting the atmosphere for the Club experience by welcoming Club members, parents and visitors.

Key Responsibilities:

- Serves as Club membership clerk and receptionist, reviewing membership applications for completion and accuracy, greeting all members and visitors and maintaining attendance and visitor logs on network database program.

- Performs regular administrative duties, preparing reports, agendas and minutes as requested by Branch Director.
- Maintains master schedule of Club activities and events, collecting and disseminating information to Club staff, volunteers, members and families as instructed.
- Answers telephones, providing general information, referring callers to other staff or taking messages as necessary.
- Maintains electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
- Monitors office supply inventory and order supplies as necessary.
- May monitor and assist staff in logging attendance into web-based payroll system and transmit data to payroll.
- Perform other related administrative duties as requested.

	Min.	Mid.	Max
Salary Range:	\$8.00	\$10.00	\$14.00
	Non-Exempt		

Physical Requirements/Work Environment:

This job operates in a Boys and Girls Club after-school program environment. This role routinely uses standard office equipment such as computers with multiple software programs, phones, photocopiers, filing cabinets and fax machines.

This position can at times be a sedentary role. However, during active periods considerable attention to the movement of members, parents and visitors throughout the facility is required. Bending or standing and some lifting, as necessary.

Required Competencies:

- Technical Capacity.
- Personal Effectiveness/Credibility.
- Thoroughness.
- Collaboration Skills.
- Communication Proficiency.
- Flexibility.

Required Education and Experience:

- High school diploma or equivalent
- One year of administrative experience

Preferred Education and Experience:

- Associate's degree
- Two years of related experience

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we encourage you to apply! Please go to www.bgcsouthal.org to the job announcement page. Download the Application for Employment. Complete the application and send via email to cmiller@bgcsouthal.org or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.