



NOTICE OF JOB VACANCY

Posting Number: 45-17

Date Posted: 18 September 2017

Job Title: Membership Clerk

Locations: Gilliard Elementary School
2757 Dauphin Island Pkwy, Mobile, AL

Hours: **Regular Part Time with a Variable Schedule**
Academic Year – 15 to 29 hours per week
Monday through Friday **between** 1:30 PM and 6:00 PM
Summers: up to 40 hours per week –
Monday through Friday **between** 7:00 AM and 6:00 PM
This timetable varies based on scheduled Club hours and at the discretion of the Branch Director. Extra hours as needed for special events.

Salary Range Minimum (Hourly): \$8.50

This is a Fair Labor Standards Act nonexempt position.

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).

PRIMARY FUNCTION:

Membership Clerk is responsible to maintain accurate membership records and files, receive, log and safeguard membership information and program fees. Greets and directs club members and visitors. Provides parents and visitors club informational flyers, answers phone and responds to callers questions and provides clerical support to club staff.

KEY ROLES (Essential Job Responsibilities):

1. Assist with public relations and recruitment efforts to increase the visibility of programs, services.
2. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are well maintained.
3. Effectively use and work in the Membership Tracking System to enter new member applications; enter program attendance on a daily basis
4. Track member payment plans and follow-up until payments are received in full. Alert Branch Director when unable to collect.

5. Provide detailed information of Boys & Girls Club, packages, services, facility features and hours of operations.
6. Actively promote the branch, services, and programs, promotions and/or discounts available.
7. Maintain a clean; safe, fully stocked and well organized work area.
8. Provide a high level of customer service to guests.
9. Perform clerical duties as needed, such as filing, photocopying and collating.
10. Receive, sort and route mail; maintain and route publications.
11. Answer telephone calls; record and convey accurately; monitor telephone usage.
12. Compile reports as required by management in a professional and timely manner to include, but not limited to: monthly reports, grant program reports, membership tracking.
13. Regularly attend, participate in and support training, Branch staff meetings and Professional Development and In-service days.
14. Provide high level administrative support to the Branch Director on an on-going basis.
15. Ensure effective communication with members, parents, community leaders and organizations.
16. Ensure compliance with organizational policies set-forth in the Standard Operating Procedures

Additional Responsibilities:

- Work with staff on special events to carry out programs.
- Act as role model to club members.
- May be required to drive Club van periodically.
- Temporarily fill in at other Clubs when necessary due to critical staffing requirements.
- Assist the Branch Team in maintaining a clean and safe Club environment.

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.

SKILLS/KNOWLEDGE REQUIRED:

- High School/GED required. Some college preferred.
- Detail oriented ability to manage multiple tasks and prioritize.
- A minimum of two years' work experience in an office setting or similar position
- Must be advanced in computer skills including Microsoft Office Suite and database entry
- Strong communication skills, both oral and written.
- Must be detailed-oriented and have the ability to multitask.
- Must possess basic math and money handling skills.
- Ability to be efficient and productive in a fast-paced environment
- Skills in executing fund-raising events.
- Demonstrated ability in working with young people, parents and community leaders.

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 welcome 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.