

The Boys & Girls Clubs of Huntington Valley is looking for an Office Manager for our ClubHouse Academy Branch.

MUST BE AVAILABLE ON THE FOLLOWING HOURS:

Monday thru Friday 11:30AM-3:30PM

Every other Saturday 8:30AM-1PM

The Office Manager's responsibilities while under the supervision of the Unit Director include, but are not limited to:

- EZ Care database implementation, maintenance, data entry and reports must be completed as set forth by the Unit Director and Director of Finance.
- Ensure that all billing is done in a timely manner.
- Must be courteous, polite and friendly when answering all phone calls.
- Manage all incoming mail, faxes, and phone calls and post messages for staff in their boxes when necessary. Messages should be clear, accurate, time and date posted and signed.
- When signing up a new member, an explanation of Club rules, departments, programs and policies should be given. Tours should be given to new and prospective members.
- All new members should receive a current program, contract and membership card.
- Responsible for cleaning and maintaining all areas behind the front counter, drawers, cupboards, shelves, etc. on a daily basis.
- Assisting the Program Director, Director of Finance, Unit Director, Executive Director and CEO as requested.
- Assisting in other tasks not mentioned in job description to aid in the overall production of the club when needed.
- Appropriate clothing and appearance is required.

Qualities: Hard working dedicated professional who is honest, loyal decisive and credible. Self-starter, who values integrity, is passionate about kids, and willing to work hard to accomplish team goals.

Acknowledgment: Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at-will, shall be for no specific duration, and may be changed or terminated at any time. Nothing in this job posting is intended to create an employment contract, implied or otherwise.

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Ready to Apply? Email your cover letter and resume to sem@bgchv.com.

