Position Title: Membership Coordinator
Reports to: Site Director
Salary: $10-$12/hour
Status: Flexible part-time hours between 23 and 28 hours a week, Monday through Friday

Position Summary: The Membership Coordinator is primarily responsible for supporting the daily operations of the front desk reception area of the Boys & Girls Club of Sparta; answering phones, data entry, scheduling of Club sessions, maintaining membership applications, answering questions of parents & community members, and receipts of incoming money.

Membership Coordinator Responsibilities:
- Answers telephone professionally, provides the information needed for the caller and/or directs them to the appropriate staff member; Handles phone messages when applicable.
- General supervision of children and engage in club related activities as assigned.
- Greets visitors professionally as they enter the building and provides the information they need and/or directs them to the appropriate staff member.
- Ensures the front desk area is neat and presentable with current Boys & Girls Club information available for guests to view and/or take with them.
- Is knowledgeable and trained to maintain the Vision Membership Tracking System by processing all new and renewal memberships accurately and timely; secures missing information where possible to record attendance of youth & staff.
- Maintain daily, weekly, monthly data and membership reports as needed for program support and funding requirements.
- Collect membership fees with applications and issue paid receipts.
- Ensure Club families are current with their membership fees throughout each season.
- Secure all monies collected.
- Assists in processing donations.
- Processes other data when applicable - special event attendees, mailing lists, board lists, volunteer lists, etc.
- Generates mail merges for membership mailings, mailing labels, seasonal cards, invitations, etc.
- When responsible, grant and program reports are completed in an accurate and timely fashion.
- Ensures that the overall Club environment is safe and inviting for all Club Members.
- Establishes effective and trusting relationships with Club members, parents, donors, Board members, and all other Club visitors.
- Organize daily parental correspondence.

Additional Responsibilities:
- Participation in special programs and/or events
- Provide first aid as necessary
- Assist with or complete special assignments or other duties as deemed necessary
- Provide motivation to participants through enthusiastic leadership and role modeling
- Model appropriate behavior and language as per Boys & Girls Club Policy
- Enforcing Club rules and Code of Conduct with members.
- Ensure all Club equipment and supplies are being used carefully and respectfully and put away properly
- Maintain cleanliness and a neat appearance Front Desk Reception area
- Attend staff meetings as requested
- Inform supervisor of all major behaviors or consistent minor behaviors
- Certify your supervisor(s) are aware of major injuries/incidents/behaviors

**Skills/knowledge required:**
- Knowledgeable of computers and software to include Microsoft programs, accurate data entry, etc.
- Strong verbal skills, ability to speak clearly and professionally.
- Ability to work in a fast-paced environment where children are present.
- Strong interpersonal skills, ability to articulate instructions clearly.
- Understanding of and ability to share the Club’s philosophy, vision, and goals.
- Understanding of and ability to follow organizational policies and procedures.
- Self-starter with excellent organizational skills with the ability to manage multiple assignments, prioritize, manage time effectively and efficiently, and complete tasks within deadlines.

**Physical requirements/work environment:**
Some lifting, carrying, walking, standing and sitting are essential to this position. National background check required (paid for by employer)

The Boys & Girls Club of Sparta is an equal opportunity employer.

**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.