Front Office Administrative Assistant (Part time)
Description: Greet all guests and members upon entrance to The Club, and fulfill front desk administrative responsibilities as detailed below.

**Job Requirements**
- Strong communication skills both oral and written are required
- Capable of self-direction
- Knowledge of programs and activities. Able to receive and provide accurate information to staff and customers
- High school diploma or equivalent
- Three to five years clerical, office, customer service experience or a combination of comparable skills
- Demonstrate knowledge of principles related to the development of youth between 4 and 18 years of age
- Attention to detail
- Ability to work as a member of a team
- Knowledge of Microsoft Office and Excel is useful. Must learn to use Club software and databases

**Job Responsibilities**
- Open and close building, monitor all guests entering and exiting building (sign in and badges required)
- Collate and distribute paperwork for all club programs and services. Maintain adequate supply of all forms
- Generate weekly DHS Report to include attendance, projected payments and potential enrollments
- Process and enter membership data into the Vision Computer Tracking database in a timely manner, learn the system and be able to train others
- Maintain orderly and clean work space at the Front Desk
- Send monthly statements where appropriate
- Receive and record payments for memberships, program enrollment, and other fee based activities and with responsibility of all Club deposits
- Answer telephone, take messages and route telephone calls to proper individuals
- Maintain attendance and payment spreadsheets
- Direct children, parents, volunteers and visitors to appropriate program areas
- Share communications internally and externally for programs and services of BGC
- Other duties as required

**Physical Requirements/Work Environment:** Sitting, standing, active up and down within area.

Welcome to the Boys & Girls Club of Newport County
The Boys & Girls Club provides a safe place for children and youth to learn and grow, all while having fun. We are impacting 6,200 children and youth each year, bringing hope and opportunity to those who need us most. The Club provides life-changing programs and services to young people that address crucial youth development needs in the areas of education, character and leadership development, health and wellness, the arts, life skills, technology, and sports and recreation.

Interested candidates must submit a letter of intent, application and resume to:
Lyn Wooten
95 Church Street, Newport, RI 02840
Phone: 401-847-6927 ext. 115  Email: lwooten@bgcnewport.org