Front Office Administrator (Full-time)

Description: Serve as the individual monitoring the point of entrance and exit of the Club while fulfilling front office administrative responsibilities as detailed below

Job Requirements

- Ability to work flexible hours
- Report to work in a timely and consistent manner
- Strong communication skills both oral and written are required, multi-lingual capabilities a plus
- Ability to work as a member of a team
- Professional customer service and telephone skills essential
- Gain a working knowledge of Club programs and activities in order to provide accurate information to other staff, members and customers
- High School diploma required. Associates Degree in Office Administration or equivalent experience preferred. Three to five years clerical, office, customer service experience or a combination of comparable skills
- Attention to detail essential

Knowledge of Microsoft Office and excel is useful. Must learn to use Club software, programs and databases

Job Responsibilities

- Maintain supply of registration forms for programs and work with programs staff to keep current
- Enter and track program membership, attendance and other appropriately related data in the member tracking system
- Work in a timely, responsible manner while maintaining an orderly and clean work space at the Front Desk
- Receive and record payments for memberships, program enrollment, and other fee based activities. Assist with deposits
- Monitor, control and direct individuals entering the premises
- Other duties as required

Physical Requirements/Work Environment:

Sitting, standing, active up and down within area.

Terms of Employment:

This is a Full-Time position with a competitive salary range and includes the Boys and Girls Club Full-time benefit package.
Welcome to the Boys & Girls Club of Newport County

The mission of the Boys & Girls Clubs is to inspire and enable all young people, especially those who need help most, to realize their full potential as productive, responsible and caring citizens. For nearly 60 years, the Boys & Girls Clubs of Newport County has provided quality programming and services not only to those less-advantaged children and their families but to all youth in our community. The Club is part of a nationwide movement of more than 4,000 Boys & Girls Clubs, and we provide services to more than 1,800 members annually.

The Boys & Girls Clubs of Newport County offers a variety of programs for children, teens, adults and families. Programs include after school licensed child care, homework help, a teen center, summer camp, swimming lessons and aquatics, a fitness center, dance and drama, computers and technology, music and music production, and the fine arts.

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.com