



First Impressions Coordinator (Front Desk)

Availability is needed Monday through Friday 2:00 PM- 6:30 PM

Looking for an exciting and rewarding job at a nationally-recognized organization with opportunities for growth? Do you have a passion for working with youth? Are you 18 years of age or older?

Boys & Girls Club of Greater Shasta is seeking a talented individual to join our staff and play a critical role in developing the young people of our community. This position will focus on our grades 4th-8th. To make a lasting impact on our Club members, we are interested in hiring applicants who embody our cultural values and who will make a great addition to our team-oriented organization, partnering in the social, emotional and educational development of youth.

Primary Function:

Under the supervision of the Unit Director and Site Director the Director of First Impressions is the first point of contact for anyone entering the Boys & Girls Club of Greater Shasta Sisson site. You will have the responsibility to greet and assist guests and members with questions regarding the Boys & Girls Club services with enthusiasm and kindness while also maintaining professionalism and organization.

Success Factors:

- Ability to listen, to demonstrate patience, and to create a positive atmosphere with children, parents and staff
- Ability to be friendly and assertive.
- Energetic, self-directed, adaptable and organized.
- Ability to handle unpredictable situations.
- Ability to enforce basic disciplinary policy.
- Ability to monitor behavior and situations for safety.
- Ability to multitask
- Ability to communicate effectively

Position Responsibilities:

- Serve as Club receptionist, greeting all members and visitors and maintaining attendance, bathroom and visitor logs.
- Answers telephones, providing general information, referring callers to other staff or taking messages as necessary.
- Performs regular secretarial duties, preparing correspondence and reports as requested by supervisor.

- Maintains knowledge of master schedule of Club activities and events, collecting and disseminating information to Club staff, volunteers, members and families as instructed.
- Update and maintain Clubs active roster of attending children throughout the Summer and School year through the Clubs tracking system.
- Manage daily attendance records and maintain those records electronically
- Perform other related secretarial or administrative duties as requested
- Maintains close, daily contact with Club staff (professional and volunteer) and supervisor to receive/provide information, discuss issues.
- Maintains contact with members, families and the general public to give and obtain information, either in response to inquiries or as instructed by the supervisor.
- Help maintain and update social media content

Experience / Education Preferred:

- Customer service: 1 year (Preferred)
- Microsoft Office: 1 year (Required)
- License/Certification:
 - First Aid Certification (Preferred)
 - CPR Certification (Preferred)

Wage / Benefits:

We are looking for Part-time applicants with up to 25 hours per week. **Competitive hourly wages** \$16-\$18/ hr are based upon qualifications and experience. Professional development opportunities and additional hours are available contingent upon performance, funding, and approval.

***All applicants must submit a Resume and Cover Letter to info@bgcgratershasta.org to be considered for this position. Thank you!**