



Administrative Assistant

The Boys & Girls Clubs of MetroWest is seeking a part time Administrative Assistant to support the Club along with providing administrative support as needed across all 3 Club locations. The position reports directly to the Marlborough Club Director and works Monday – Friday, 9:00-1:00.

KEY ROLES

Competency Areas:

- General office procedures: answering phones, recording & distributing messages in a timely manner, filing, photocopying and faxing.
- Ensure that Administrative/Program Office and Reception area are organized and clean at all times
- Manage membership tracking system.
- Maintain Club membership, childcare, preschool, and/or camp registration records including the processing of Voucher Attendance for monthly reimbursement/payments.
- Maintain & update statistics, ensure all paperwork is readily available, and direct people to the appropriate areas/employees.
- Work closely with program staff to promote and advertise programs and activities.
- Act as a positive liaison between staff, parents and members.
- Assists in the planning/coordination of off-site field trips (summer and school-year)
- Work with Club/Program Director or Sr. V.P. to create Club/program brochures, flyers, and announcements
- Coordinate bulk and specialized mailings for all 3 Club locations
- Office Supplies - Order and is responsible for the safe-keeping of office supplies (research best pricing)
- Record payments for membership, summer programs, and any other fee based programs; including developing and maintaining any specialty tracking spreadsheets as needed or required.
- Review all fee for service cash receipts collected.
- Works closely with the finance department and follows their policies & procedures for cash management
- Provide miscellaneous support to any aspect of the 3 Clubs as needed or required.

Skills

- High level of professionalism.
- Strong technical skills & and aptitude for gaining more.
- Knowledge & proficiency in Excel, Word, E-mail.
- Constant attention to accuracy and efficiency.
- Ability to prioritize projects and tasks for completion.
- Ability to think independently and competent problem solver.
- Strong oral & written communication skills.

****Qualified candidates - please send resume to:**

Boys & Girls Clubs of MetroWest

Attn: Club Director

169 Pleasant Street

Marlborough MA 01752

Pete Dickerman, pete.dickerman@bgcmetrowest.org