



BOYS & GIRLS CLUBS OF METROWEST

Part Time Positions Available

Pleasant Street Clubhouse
169 Pleasant Street
Marlborough, MA 01752
508-485-4912
www.bgcmetrowest.org

Contact Rachel Constanzo, Club Director, for any of the following openings:
rachel.constanzo@bgcmetrowest.org

After-School Front Desk Staff

Time: Mondays – Fridays 2:00-6:00pm

Summary: The Boys & Girls Club provides youth development, education, prevention, social, athletic, and recreation programs to over 3,200 members in grades 1-12 across our three clubs. Program staff are role models for the members and work to keep students engaged with their schoolwork and overall community.

Responsibilities:

- Use and input data in our MTS (Member Tracking System) on the computer
- Check in & check out members for our Drop-In after school program
- Answer the phone and answer questions or refer calls to other staff as needed
 - o Take notes of calls and pass along to the appropriate BGC staff member
- Communicate with parents/guardians of members
 - o Provide information to them about the program, their child, and upcoming events
- Take payments from parents/guardians for membership, bus, summer camp, etc.
- Clean and disinfect areas according to new COVID-19 regulations.
- Familiarize yourself with other programs at the BGC (Discovery Club, Happy Hours pre-school, etc.) to assist families with questions

Qualifications:

- Be at least 16 years old
- Be able to commit to 5 days per week afterschool and have reliable transportation to the club
- Experience working in an office setting a plus but not required
- Ability to be organized and multitask efficiently and effectively
- Ability to be punctual and communicate well with other staff, director, and families
- Ability to pass a background check
- Bilingual in Spanish and/or Portuguese a plus but not required