



TITLE: Front Desk Assistant

SCHEDULE: Weekday mornings 7am-1:00pm

STATUS: Part time

SALARY: \$13.50-16/Hour - based on experience

Job Description

If you have a passion engaging with youth and providing great customer service, this position is for you! We are seeking a dynamic staff member that will be the face of the club while working at the front desk. The position is all about welcoming people into the Boys & Girls Club, providing information and excellent membership service. Join us at the Waltham Boys & Girls Club in preparing youth for a brighter future!

The successful candidate will have excellent communication and organizational skills. Front Desk Assistant is a perfect job for anyone with a friendly and outgoing demeanor. In this position you will assist in all the functions at the WBGC Front Desk. Qualified candidates will be able to work Tuesday-Friday mornings. They will be organized, take pride in a clean work area, and be confident in having conversations with parents, members and potential members. Sound like you? Apply now to join our amazing team!

PRIMARY FUNCTION:

Major responsibilities are to provide excellent customer service to members, parents, staff and visitors. Take program registrations and payments. Manage member check-in and out. General administrative work is required.

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma
- Office clerical experience
- Basic computer skills
- Good written and verbal communication skills
- Good organization and attention to detail
- Strong customer relations skills
- Able to maintain strict confidentiality
- Experience working with youth
- Experience with KidTrax, Active, or similar membership tracking software system preferred
- Bi-lingual English and Spanish, Haitian Creole and/or Portuguese a plus