

Boys & Girls Club of Detroit Lakes – Perham Unit

Position Description

Job Title: Front Desk Receptionist

Reports To: Unit Director

Hourly Wage: \$18.00 (15 hours per week)

Schedule: 2:45-5:30 Monday-Friday

Job Description Summary:

- responsible for responding to certain needs of members, parents and staff. (i.e. answering questions, first-aid needs)
- greets visitors, families and members.
- checks-out members to their parent/guardian at pick-up and relay questions or concerns to the Unit Director.
- responsible for the appearance of the front desk area. (i.e. keeping it neat, organized and welcoming to visitors and families)
- answers phone calls and relays messages as needed.
- monitors email for attendance updates and prepares attendance sheets for the next day
- Assists the unit director, program director and other program staff in any clerical duties and tasks
- Monitors entry into the building.
- Is knowledgeable of Club programming
- Maintains welcoming and positive interactions with families, members and visitors

Skills/Knowledge Required:

- High school diploma or equivalent preferred
- Ability to multi-task
- High organizational skills

The information presented indicated the general nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.