Boys & Girls Clubs of Metro Denver is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

**CLUB ACCESS SPECIALIST – BOETTCHER BOYS & GIRLS CLUB**

This position is part of a collaborative Club team dedicated to our theory of change. This position is the first face that welcomes our Club members each day. This position will also works closely with volunteers, parents and the community to ensure the Club is an enriching, fun and safe environment. Specifically, position will:

- Monitor the front access door to the facility.
- Identify, greet, and direct individuals entering the facility, as well as enforcing visitor and volunteer entry policies.
- Make site-wide announcements regarding Club member pick-up notifications, program announcements and crisis communications.
- Oversee and maintain the EZ Child Track database and ensure the integrity of the data.
- Generate membership and attendance records, in addition to other types of custom reports using the database and other records.
- Accurately complete, collect and record membership fees; generally assists program staff with the efficient operation of the site.

This position helps the Club team deliver an outcome-driven club experience by ensuring the database is accurate and up to date at all times. To meet this expectation, the following skills and experience are required:

- Experience with Microsoft Office, specifically with Microsoft Excel
- Excellent attention to detail
- Excellent custom service and a positive attitude
- An interest in and curiosity for data input and data analysis

Finally, this position requires excellent communications skills and a demonstrated ability to work collaboratively. This position must be able to maintain a positive, professional demeanor in a fast paced environment. This position must be able to work effectively with Club members, volunteers, donors and parents. Additional responsibilities may include meeting with other staff, inventory, upkeep of equipment, maintaining a budget and participating in ongoing professional development.

**Job Requirements:**

- Bachelor’s degree from a regionally-accredited institution of higher learning in education, human or social services, business administration, education, information technology or a related field of study. Equivalent experience directly serving youth in a similar role may be substituted on a year-by-year basis.

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The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.
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- One (1) year administrative experience at a Boys & Girls Club, school or other similar environment in an administrative support role.
- Bilingual in English/Spanish is preferred.

**Details:**
**Status:** Full-time (40 hours per week)
**Pay Range:** $29,000-$31,000
**Benefits:** Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

Interested applicants should submit a cover letter, resume and three professional references to [jobs@bgcmd.org](mailto:jobs@bgcmd.org). Please include the position title in the subject line of the e-mail.

This position will remain open until filled.