



**BOYS & GIRLS CLUBS**  
METRO DENVER



# Make a Difference FOR KIDS

Helping Kids. Building Communities.



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

## Club Access Assistant – Aurora Public Schools (Multiple Locations – Montview, Laredo, Virginia Court, and Altura)

**Club/Office Location:** Hiring one position in each of the four locations listed.

### **Job Description:**

The Club Access Assistant is the first face that welcomes our Club members each day. This position works closely with volunteers, parents and the community to ensure the Club is an enriching, fun and safe environment. 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.

In this role you will:

- Monitor the primary point of access to the facility.
- Identify, greet, and direct individuals entering the facility, as well as enforcing visitor and volunteer entry policies.
- Properly check-in and check-out youth.
- Understand your role within emergency procedures.
- Make site-wide announcements regarding Club member pick-up notifications and program announcements.
- 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.
- If applicable, assist with supervision of youth in programming.
- Work with club staff to communicate youth behavior to parents/guardians.
- If applicable, grant reporting requirements.
- Help with member retention/recruitment through active outreach to members/parents who have not attended the Club recently.
- Build relationships with members and families.
- Answering phone in a professional/timely manner.

*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.*

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 customer service and a positive attitude.
- An interest in and curiosity for data input and data analysis.

**Job Requirements:**

- 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, up keep of equipment, maintaining a budget and participating in ongoing professional development.
- 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.
- Continued employment is based upon the successful completion of Adult and Pediatric First Aid/CPR/AED courses and maintaining your certification which is paid for and coordinated by BGCMD.

**Details:**

**Classification:** Non-exempt

**Hours:** Part-time (15-20 hours a week); Hours vary depending on Club needs but fall between 2:30 PM – 6:00 PM Monday – Friday. Summer hours subject to change.

**Pay Range:** \$13.00 – \$15.00 an hour

**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.**