



**BOYS & GIRLS CLUBS**  
METRO DENVER



# Make a Difference FOR KIDS

Helping Kids. Building Communities.



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.

## Office Administrator – Program Support Center

**Club/Office Location:** Program Support Center

### **Job Description:**

The Office Administrator is vital part of the Boys & Girls Clubs of Metro Denver (BGCMD) team. Reporting to the HR Generalist (HRG), the Office Administrator is responsible for leading core administrative functions, vendor relationships, and maintaining an excellent office environment at the Program Support Center.

### Key Roles (Essential Job Responsibilities):

#### Office & Administrative Support

- Processes daily mail and records daily receipts for distribution to the appropriate departments.
- Leads the purchasing, maintaining, and scheduling of all office equipment located at the office with the exception of computer technology.
- Proactively assesses and distributes schedules and calendars in a timely manner for meeting spaces through Microsoft Outlook. Anticipates scheduling issues and proactively seeks to resolve and communicate solutions well in advance.
- Provides excellent customer service to all visitors, callers, and contacts that aligns with BGCMD's mission, vision, and values.
- Leads ticket donations and distributions.

#### Record Keeping & File Maintenance

- Serves as the custodian of records for all administrative records: electronic and hard copy files.
- Leads the revision and implementation of BGCMD's filing system, including put not limited recommendations on naming conventions, storage organization, and annual record purging processes.
- Leads filing facility use agreements, bus inspections, and facility walkthroughs to ensure effective communication and a commitment to safety across Programs, Clubs, Facilities, and HR.

*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.*

## HR & IT Administration

- Assists with the timely completion of HR-related audits, reports, forms, documents, and clerical paperwork.
- Assists with the input, tracking, and closing of IT tickets.
- Assists with the timely completion of inputting volunteer records into Raiser's Edge.
- Assists in new hire orientation.
- All other duties as assigned.

The successful HR Administrator must meet the follow requirements:

- At least three years of administrative experience. Volunteer service may be substituted on a year-by-year basis.
- Candidates must be able to pass a drug test that includes screening for marijuana, background check, criminal and driving records investigations, and reference checks. A valid driver's license and ability to be insured under the company's insurance policy is also a requirement.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports and properly document program and organizational data. A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.
- 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:**

**Status:** Full-Time (40 hours), Non-exempt

**Pay Range:** \$17.30 - \$20.00 an hour

**Hours:** Monday-Friday, 8:30 a.m. – 5:30 p.m

**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.**