



**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 – Johnson Boys & Girls Club

**Club/Office Location: Johnson Boys & Girls Club**

**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.

In this role you 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
- Assist with game room operations on an as needed in terms of programming and monthly reporting
- Occasional weekend work

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

*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.*

**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:** 32 hours a week; hours vary but generally 2:00 p.m. – 8:30 p.m. during the school year and vary depending on Club needs during the summer.

**Pay Range:** \$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.**