

The Boys & Girls Clubs of Bellevue serves youth from 2-19 years old in the Bellevue Area. Founded in 1952, the Boys & Girls Clubs provides a continuum of year round services for youth, including afterschool and summer programs, athletics, and preschool.

The Boys & Girls Clubs of Bellevue's mission is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The Boys & Girls Clubs of Bellevue currently has the following position available:

Front Desk Staff Athletic Department

Position Status: Full-time *Hours:* Monday – Friday 10:30 AM – 7:00 PM

Location: Hidden Valley Athletic Complex

Salary & Benefits:

- \$18.00 per hour
- Medical, Dental Provided
- PTO

Key Responsibilities:

- Manage the front desk area and keep it neat and organized
- Maintain a professional and positive demeanor with a primary focus on customer service
- Answer telephones, providing general information, registering kids in Athletic programming
- Scheduling Rentals and process those calls
- Greet members
- Assist with collecting payments for program operations and processing refunds
- Receipt and properly record all income and batch file the day's receipts
- Provide clerical and administrative support to Club staff as necessary,
- Strong communications skills, both oral and written
- Must pass National Background Check
- Must be at least 21 years old
- 1 year Customer Service Experience
- Accounting Background Desired
- Other Duties as required