

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 after school 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

Position Status: Part-Time, 20 – 29 hours per week

Hours: Monday	2:30pm – 8:15pm
Tuesday	2:30pm – 6:45pm
Wednesday	2:30pm – 8:15pm
Thursday	2:30pm – 8:15pm
Friday	2:30pm – 8:15pm

Location: Downtown Club in Bellevue

Salary & Benefits:

- \$15.00 - \$16.00 per hour
- Monday through Friday schedule

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, referring call to other staff and taking messages
- Greet parents and call members to the front desk for pick up
- Assist with collecting payments for program operations
- Receipt and properly record all income and batch file the day's receipts
- Provide clerical and administrative support to Club staff as necessary
- Maintain reports on enrollment and account balances
- Process scholarships for Club Families
- Return voicemails and respond to Admin emails

Requirements and Qualifications:

- One year customer service experience
- Strong communication skills, both oral and written
- Must be at least 18 years old
- Must pass national background check