

Boys & Girls Club of Henderson County – Member Services Associate (Bilingual)

Friendly, organized, team-oriented individual needed to work at front desk of dynamic youth services agency. Must possess strong desire to work with children and the public, have close attention to detail and be able to multi-task. ***Spanish fluency required.***

Front Desk

Greet guests

Direct phone calls & Club general emails

Maintain inventory and ordering of supplies (office/first aid/general school supplies)

Ensure clean, safe and welcoming environment

Data entry

Maintenance of electronic and hardcopy files

Copier maintenance requests

Family Support Services

Member pickups

Calendar / event notifications with caregivers

Member & family referrals to community resources

Member Services.

Member check-in/out

Applications/registrations/ Waitlist tracking

Orientation/tours

Youth of the Month

Member volunteer projects

Members meals supports

School communications

Cultural event support

Admin Support

Staff Support / Celebrations

Family Nights and Special Projects

Attendance and outcomes tracking

HR support

Board support

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED
- Strong interpersonal skills – interact effectively with co-workers on all levels as well as youth and community members.
- Computer skills – Microsoft Office experience a plus
- Culturally sensitive and mission-driven in all interactions. Valuing diversity is a must.
- Must pass criminal background check and drug screen.

POSITION STATUS: FullTime, Hourly, Non-Exempt

LOCATION: 1304 Ashe Street, Hendersonville, NC 28792

HOURS: Average 30-40 hours/week

ABOUT BOYS & GIRLS CLUB OF HENDERSON COUNTY

MISSION: To inspire and enable young people, especially those who need us most, to reach their full potential as productive, responsible, caring citizens.

A Boys & Girls Club Provides:

A safe place to learn and grow; Ongoing relationships with caring, adult professionals; Life-enhancing programs and character development experiences; Hope and opportunity.

To apply: Please follow this Indeed link and click "Apply Now": <https://www.indeed.com/viewjob?cmp=Boys-%26-Girls-Clubs-of-America&t=Member+Service+Representative&jk=6828d68465914896&vjs=3>