

THE BOYS & GIRLS CLUBS OF WICHITA FALLS POSITION DESCRIPTION

TITLE: OPERATIONS SECRETARY

**PERFORMANCE
PROFILE SOURCE:** OFFICE PROFESSIONAL

REPORTS TO: FINANCE & OFFICE MANAGER

PRIMARY FUNCTION:

- To maintain and provide timely and accurate data and information to support BGCWF operations and compliance that supports achievement of BGCWF strategic initiatives.

KEY ROLES (Essential Job Responsibilities):

- Answer telephones, providing general information, referring callers to other staff as needed
- Welcome and act as first point of contact for parents, youth members, volunteers, donors, vendors and visitors
- Process memberships and maintain membership database for 6 Clubs in a timely and accurate fashion
- Print membership cards, collect and accurately account for membership and duplicate card fees
- Maintain military membership records and submit reimbursement vouchers to BGCA
- Process outgoing mail and distribute incoming mail to appropriate staff or department
- Process monthly reports for Board Meetings
- Monitor office supply inventory and order supplies as necessary
- Submit and process volunteer criminal history searches as directed
- Maintain scholarship files and support program as directed
- Perform other related secretarial or administrative duties as requested

QUALIFICATIONS

- High School Diploma
- Three years of office clerical experience
- Computer literacy, proficiency with word processing, email, and data entry
- Effective written and verbal communication skills
- Strong customer relations skills
- Organized with ability to coordinate multiple tasks
- Regular and consistent work attendance history
- Experience working with people of diverse backgrounds
- Ability to maintain confidentiality in all operational aspects
- Willingness and ability to learn and grow as job requirements change

ETHICS:

Professional and personal ethics and values must be demonstrated and adhered to at all times and be in alignment and compliance with BGCWF staff code of ethics, staff member relationships and core values.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to sit, bend, kneel, stoop, walk, climb, reach with both arms and hands, and stand for extended periods of time. Must be able to lift up to 25 lbs. Must have manual dexterity to perform basic functions on a computer terminal and drive agency vehicle.

DISCLAIMER:

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 required of employees assigned to this job.

Operations Secretary needed with data entry experience, phone & customer service skills. Working experience with Excel and Word. 35 hours a week during school year and 40 hours during summer. Paid benefits that include health insurance and retirement. \$12.50 hourly. Criminal, employment, and personal background checks conducted. Apply Boys & Girls Clubs Administrative Offices at 6th and Broad St. Include resume with application. Position closes Monday December 4th.