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The Boys & Girls Clubs of Huntington Valley is looking to hire an Office Assistant. We are looking for someone who is a hardworking dedicated professional, who is honest, loyal, decisive, and credible. Self-starter, who values integrity, is passionate about kids, and willing to sacrifice to accomplish team goals. Experience working with children is a plus. Bilingual preferred.

**Reports to**: Unit Director

**Available**: Immediately

**Locations**: Fountain Valley, CA and Huntington Beach, CA

**Hourly Wage:** $16.00 - $17.00/hour, approximately 25-30 hours per week, Monday – Friday

**Responsibilities:**

* Use ProCare Solutions program, a member tracking database (data entry and processing).
* Cash handling and close out of payments at the end of each shift.
* Must be courteous, polite, and friendly when answering all phone calls.
* Must be able to work a multi-line phone system.
* Responsible for checking in and checking out members from the facility accurately. Notify parents with any member check-in concerns or attendance.
* Communicate with transportation department and bus drivers over the bus radio regarding member count and/or members who miss the bus, etc.
* Assist with all incoming mail, faxes, and phone calls and leave messages for staff in their mailboxes when necessary. Messages should be clear, accurate and timely.
* Be able to sign up new members and families. Be able to provide an explanation of Club rules, different departments, programs, and policies. Give a tour of the facility and program areas to any new members and families and provide them with current program books, contracts, and membership information.
* Maintain a clean and organized work environment. Clean and disinfect daily in all areas.
* Dress code policy must be followed at all times.
* Work daily with the Office Manager in business and office needs
* Assist in other tasks not mentioned in the job description to aid in the overall production of the Club when needed.

**Qualifications:**

1. One year of successful experience in the related field.

2. Outstanding oral and written communication skills.

3. Ability to manage multiple projects and meet deadlines while maintaining a positive attitude.

**Acknowledgment:** Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at will, shall be for no specific duration, and may be changed or terminated. Nothing in this job posting is intended to create an employment contract, implied or otherwise. Interested? Please email your resume and a cover letter to the email address assigned to this posting to apply for this position or apply online at bgchv.com

**Equal Employment Opportunity Policy:** We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breastfeeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

**COVID-19 considerations**

The safety of our employees and members is always the Club’s #1 priority. The Club

takes numerous safety precautions to mitigate the risk of COVID-19 within our Club

community. The Club follows all state and local regulations