

Position: Front Desk Attendant

Reports to: Program Director/Site Coordinator

Wage: \$10 per Hour

Qualifications: Excellent people skills, ability to multi-task, organized, professional appearance

Job Description: This position is responsible for many of the administrative duties of the after school program. These duties include, but are not limited to, data entry of daily attendance, filing, communication with staff, director and parents. Candidate would also be responsible for payment collection from members (cash, check, money orders, credit cards). Must be observant and ensure that all youth are signed out each night by an approved adult from pick up list. We are looking for a motivated individual with great customer service skills. All interested candidates please email rcoleman@bgcmercercer.org