

POSITION DESCRIPTION

Job Title: Check-In Monitor
Department: Program
Reports To: Unit Director
FLSA Status: Non-Exempt

JOB DESCRIPTION SUMMARY

Responsible for safely checking in all members to the club and entering names into the data base. Assures that bags, coats and hats are left at the check-in desk before entering the club. Prepares reports from member data base as scheduled. Answers telephones, questions and maintains electronic and hard copy files.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Responsible for checking all members into the club, and enters member attendance into data base.
2. Assures that all necessary member items are checked in to desk area and not brought into club. Retrieves personal items when needed.
3. Ensures a safe Club environment.
4. Reports any incidents to supervisor immediately or calls for assistance when needed.
5. Answers telephones, providing general information, referring callers to other staff or taking messages as necessary.
6. Maintains electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
7. Assists members and families in filling out membership forms.
8. Assists with monitoring nearby areas to ensure member safety.
9. May serve as Club receptionist, greeting all members and visitors and maintaining attendance and visitor logs.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Computer and data entry skills
2. Organization and attention to detail
3. Strong customer relations skills
4. Able to maintain confidentiality

EDUCATION and WORK EXPERIENCE

Education High school diploma or equivalent

Check-in Monitor

FUNDAMENTAL RELATIONSHIPS

Maintains close daily contact with Club staff, Club members, and supervisor to receive/provide information. Maintains contact with external community groups, schools, member's parents, and other to assist in resolving problems/issues.

PHYSICAL REQUIREMENTS

- Visual:** Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and written records 8+ hours
- Communication:** Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 8 hours per day
- Movement:** Ability to maneuver within work site 6-8 hours per day
- Lifting/Pulling/Pushing/Carrying:** Able to comfortably move and manipulate up to 20 lbs of weight up to 4-6 hours per day

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

Employee Name

Date