

BGC South East is currently seeking the following position:

Front Desk Coordinator

Location - Hughson Childcare Centre (559 Bagot St.)

Position Timeline - Contract November 18th 2024 - June 27th 2025 (Possibility of extension)

Hours - **2:00 to 6:00 Tuesdays, Thursdays and Fridays**

1:30-8:00 (paid 6 hours with 1/2 hour break) Mondays and Wednesdays.

(approximately 24 hrs/week)

Rate of pay - \$19/hour

Overview:

- Greeting all partners and individuals entering the building
- Answering questions & directing public
- Administrative duties

Key Responsibilities:

- Understanding the importance of the position as being first point of contact for parents, members and staff at the club
- Ensuring the front desk and lobby area is tidy and presentable during the hours of operation of the facility
- Ensuring that each individual entering the facility is greeted and attended to in a professional manner that well represents the club and its values
- Knowledge of other agency and community partners in the building and being able to direct individuals and informing of contact information
- Answering and forwarding calls in professional and kind manner
- Assisting with sign-in and sign-out procedures for before and after school, camps etc. in accordance to Ministry guidelines and requirements
- Accepting and tracking payment/fees for programming, rentals, parties and events
- Assisting with new registrations and billing
- Informing parents and guardians of important information, upcoming events etc.
- Managing and updating database with member information and program statistics when needed
- Complete daily log in communication book.
- May be responsible for locking and unlocking front door as well at managing alarm system
- All other duties as assigned

Job Requirements:

- Degree or Diploma in General Office Administration (or equivalent) is an asset
- Up to date CPIC/Police Check (within last 6 months) with Vulnerable Sector Check
- Up to date record of immunizations (including Tdap & MMR)

- High Five- Principles of Healthy Childhood Development (PHCD) Training an asset
- Current First Aid & CPR Level C
- Comfortable working in a child based environment

Application Process:

Submit resume and cover letter indicating position applying for to the attention of:

Recruitment Coordinator
recruiting@bgcsoutheast.ca

Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.

We thank all those who apply, however only successful candidates will be contacted for an interview.