



**BOYS & GIRLS CLUB
OF NEW HAVEN**

JOB DESCRIPTION

Position: Administrative Assistant (25-30 hours p/week)

Position Classification: Non-exempt; hourly, no benefits

Reports to: Director of Operations

Primary Functions:

Provide regular clerical and administrative support to the Executive Director and Senior staff, as necessary. Prepares correspondence and reports, manages membership tracking system and enrollment process, maintains schedule and calendar, answers telephones and maintains electronic and hard copy files.

Administrative Key Roles (Essential Job Responsibilities):

- Performs regular secretarial duties, preparing correspondence and reports as requested by supervisor and composes draft letters following established formats. Proof reads all materials for accuracy prior to supervisory review and signature.
- Answers telephones, providing general information, referring callers to other staff or taking messages as necessary.
- Maintains electronic and hard copy filing systems, making sure they are accurate and timely and facilitate easy retrieval of information.
- Maintain accurate records relating to application intake, daily attendance, parent information, and member files.
- Monitor sign in process and ensure that daily attendance is accurately recorded, documented and reported to administration as required.
- Maintain monthly data and membership reports, daily.
- Maintain the KidTrax System or current system to ensure that all data is contained is correct and current.
- Ensure that all deadlines for membership information and data are met.
- Monitor entire membership enrollment process, assuring that all applications are complete and required supporting documents are complete.

Other Duties:

- Monitor office supply inventory and order supplies as necessary.
- Responsible for managing inventory of office equipment and service contracts, performing routine maintenance activities and contacting service representatives as needed.
- Maintains and updates database, supports large mailings, and event correspondence.
- Perform other related secretarial or administrative duties as requested.
- Provide support to Special Events.



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- Provides support to Board of Directors and acts as Liaison between ED and Board Members

Qualifications/skills needed:

- Strong interpersonal skills– comfortable communicating (via email, phone, and face-to-face contact) with Probation Officers, inner-city youth and families of diverse racial and ethnic backgrounds
- Administrative skills: proficiency with Microsoft Office applications; well-organized and attention to detail; self-starter
- Basic understanding of Juvenile Justice System and some background in Criminal Justice
- Interest in mentoring

Reasoning Ability

Must be able to think outside the box and handle a multitude of projects/concerns/questions at one time. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to be a forward thinker, work independently with little or no supervision.

Physical Requirements/Work Environment:

This position requires flexibility and organizational skills, written and oral communication skills; the ability to adapt to various situations, critical and creative decision making abilities and proven demonstrated track record of managing youth.

Compensation: Competitive and commensurate with experience

To Apply: Please forward resume and cover letter to:

Carlos Collazo- Director of Operations

carlos.collazo@bgcnewhaven.org

AND COPY

Stephanie Barnes- Executive Director

Stephanie.barnes@bgcnewhaven.org

Attn: Administrative Assistant

Deadline: February 2016

About the Club

The Boys & Girls Club of New Haven (BGCNH) is a member organization of the Boys & Girls Clubs of America. BGCNH has a rich history in New Haven, founded in 1871, we are one of the first youth-serving organizations in the country. The Club's mission is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.



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Our Formula For Impact

Formula for Impact is a research-based theory of change that describes how we will increase our impact – exponentially – on the young people in our community. It is a roadmap used to ensure that members have a life-changing Club experience and leave the Club knowing they will have a great future.

- **Academic and Tutoring Programs.** Our programs foster life-long learners by supporting academic success with tools for the 21st century.
- **Good Character & Citizenship Programs:** Develop a positive self-image and good character while respecting their own and others' cultural identities.
- **Healthy Lifestyle Programs:** We teach Club youth how to adopt a healthy diet, practice healthy lifestyle choices and to make a lifelong commitment to fitness.

For more information about our programs, please visit our website, www.bgcnewhaven.org.