



**BOYS & GIRLS CLUB  
OF ALBANY**

**Title: Membership Services Lead**

**Hourly rate: \$11.00**

**Weekly Hours: 30/wk**

**Education Level: High School**

**Key Roles**

- Foster positive relationships with Members and Families
- Responsible for check in and check out of all members
- Request appropriate supplies based on quarterly program plans
- Follow opening and closing procedures daily in program area
- Strong customer service skills
- Submit weekly/daily reports to supervisor
- Informational boards and announcements are to be updated as needed
- Make recommendations regarding member's needs, program ideas and facility needs
- Represent the club during special programs and or events
- Keep room fresh and inviting (Decorate walls with current members work and accomplishments)

**Job Description:**

- Ensure a team based work environment by communicating effectively and positively with supervisors, co-workers, parents and volunteers.
- Maintain and utilize appropriate and adequate equipment
- Perform other duties as assigned.
- Implement and enforce all Club rules and policies with the members
- Ensure a safe, healthy and positive environment
- Actively supervise and engage members at all times
- Participate in scheduled staff meetings and trainings.
- Staff must wear their ID Badge and a BGCA shirt.
- Must be able to work 1:30-7:00 pm Monday – Friday