

## MI'KMAQ NATION

### JOB DESCRIPTION

**TITLE:** Boys and Girls Club Membership Assistant

**CLASSIFICATION:** Part-time/ Permanent/ Hourly

**SUPERVISOR:** Unit Director

**SALARY RANGE:** \$16-\$20 per hour

**GENERAL FUNCTION:** The Membership Assistant is responsible for maintaining the front desk, providing quality customer service, ensuring the safety of Club members, and maintaining all membership functions, including data entry, parent/member orientations, attendance, and member files. The Assistant will provide administrative support and assistance to the Unit Director.

**QUALIFICATIONS:** Applicant must have a minimum of a high school diploma and two years of experience with administrative functions. Applicant must have excellent communication skills along with the necessary skills to work with groups of children made up of different ages and skill levels. Self-starter with excellent computer, interpersonal, and organizational skills with a good sense of prioritizing, time management, and follow-through. Emotional and mental maturity is mandatory, along with training or skills in problem-solving. Ability, desire, and basic skills to work with children are mandatory. A clean driver's license is necessary.

#### JOB SEGMENTS:

- Maintain the safety, security, and appearance of the front desk.
- Greet, monitor, and track all visitors.
- Supervise all equipment checkout and return
- Answer all phone calls.
- Communicate and disperse information about upcoming events and activities to members, parents, and the public.
- Maintain supplies for the facility and the front desk.
- Maintain accurate records relating to application intake, daily and program attendance, parent information, and member files.
- Ensure that daily attendance is accurately recorded, documented, and reported to administration as required.
- Maintain monthly data and membership reports, daily reports as needed for program support and grant requirements.
- Assist Unit Director with all reporting requirements involving Club membership and attendance.
- Ensure that all deadlines for membership information and data are met.
- Train and supervise enrollment specialists to work with parents on enrollment.
- Monitor the entire membership enrolment process, assuring that all applications are complete and that all required supporting documents are complete.

- Monitor sign-in process.
- Plan and implement new membership orientation.
- Maintain the Traxsolutions database.
- Take pictures and print membership cards.
- Export data at the end of each club day.
- Run reports as needed.

End Results:

- ❖ Ensure a secure and safe environment for youth development.
- ❖ Ensure that membership goals are met.
- ❖ A well-run membership-based unit where all memberships are accurately tracked and member records are well-maintained, sign-in/out records are evident and documented, fund receipts processing is accurate, and good customer service practices are evident.

If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter, a resume, *and* three professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at [www.micmac-nsn.gov](http://www.micmac-nsn.gov) under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

**CLOSING DATE: Until the right candidate is found**

Please send the completed Job Application to the following address or email:

Attn: Human Resources

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

[bdiamond@micmac-nsn.gov](mailto:bdiamond@micmac-nsn.gov)

**The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.**