



BOYS & GIRLS CLUBS
OF THE EAST VALLEY

JOB ANNOUNCEMENT

From: Human Resources

Subject: Job Opening

Date: May 2, 2017

Qualified candidates are encouraged to apply for a full-time **Front Desk Manager** position currently open at the **Gilbert Branch**.

A candidate for the Front Desk Manager position must have the ability to greet members and guests, collect and receipt payments, collect past due funds, answer phones and record messages, keep accurate membership and payment data utilizing our membership database, type correspondence and reports as needed and keep the lobby and front desk area clean and organized. In addition, this person must be a team player, organized, personable, and self-motivated. The hours for this position are typically 10:00 a.m. to 7 p.m. The hourly wage for this position is \$10.00-10.20 an hour depending on experience.

Interested candidates need to submit the following information to Diane Aman via fax 480-820-4093 or email diane.aman@clubzona.org. Resumes need to be submitted by May 16th.

1. A cover letter that includes that you are applying for the Front Desk Manager position at the Gilbert Branch and outlines your qualifications for the position.
2. A current resume