



BOYS & GIRLS CLUBS OF THE EAST VALLEY

JOB ANNOUNCEMENT

From: Human Resources
Subject: Job Opening
Date: October 16, 2018

Qualified candidates are encouraged to apply for the **part-time Front Desk Assistant** position currently open at our Superstition Mountain Branch located at 1755 N Idaho Road in Apache Junction.

Under the direction of the Impact Specialist, the Front Desk Assistant is responsible for assisting with clerical duties for the Club. Duties may involve accepting and receipting payments, greeting parents and visitors, preparing correspondence and reports, checking members in or out, inputting data, filing, answering phones, making copies, scanning documents and other duties as directed.

The Front Desk Assistant normally works from 3:30pm to 7pm, Monday through Friday during our after-school program and additional hours during the summer and school breaks. The hourly wage for this position is \$11.00.

Interested candidates should submit the following information to Russell St John via email to russell.stjohn@clubzona.org. Interviews will begin upon receipt of resumes from qualified candidates.

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