



**BOYS & GIRLS CLUBS
OF WEST CENTRAL MISSOURI**

POSITION DESCRIPTION

TITLE: Site Assistant

PERFORMANCE

PROFILE SOURCE: Professional

DEPARTMENT: Operations

CHAIN OF COMMAND: Site Manager, Director of Operations, Executive Director

FLSA STATUS: Non-Exempt

PRIMARY FUNCTION:

The Site Assistant is a part time job and is responsible for:

- Primary back-up in the Site Managers absence to include submitting correct and accurate timesheets and TOR to the Human Resource Director at the required time.
- Preparation of purchase request at Site Manager's direction
- Providing regular clerical and administrative support to the other Club management staff as necessary
- Preparing correspondence and reports
- Ensuring daily membership attendance tracking
- Maintaining membership database and submit to supervisor
- Providing monthly data reports to supervisors as needed or requested
- Assisting in the accurate tracking of time off, vacations, and other attendance issues and submitting the information to supervisor or Human Resource representative
- Receipting and tracking of member payments
- Maintain tri-fold with current required materials

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Contribute to programs, activities and services that are essential to preparing youth members for success through organizational awareness, systemic and innovative thinking
2. Contribute to positive youth development through relationship building, providing recognition, influencing, coaching by example and servant leadership, providing members with feedback, listening and fostering organizational wellness
3. Provide information to support decision making
4. Support mission and principles
5. Assist Club management staff and financial responsibilities as directed

Technology

6. Update and maintain Club and School equipment

Strategic Planning

7. Contribute to the implementing and administering of programs, services and activities for drop-in members and visitors, and for specific program attendees
8. Create a Club environment that facilitates the achievement of Youth Development outcomes
9. Having and communicating an understanding of the Boys & Girls Club movement's core characteristics, its customers, and its unique culture

Resource Management

10. Ensure a healthy and safe environment by acting to ensure safety and environmental policies and regulatory requirements are met
11. Demonstrating a commitment to excellence and teaching by example by doing one's best and encouraging others to do their best
12. Assess one's own strengths and development needs and taking action to improve one's capacity to perform tasks, achieve higher levels of responsibility and better serve the needs of customers
13. Demonstrates an understanding of group dynamics

Partnership Development

14. Work with others to accomplish Team objectives
15. Meeting , networking, relationship building teamwork, conflict management skills are required
16. Action planning and organizing is required

Marketing and Public Relations

17. Develop positive partnerships with supervisors, members, parents, and families

ADDITIONAL RESPONSIBILITIES:

Advisory

1. Work with staff on special events to carry out programs in all departments
2. Advise Site Director of needed supplies and equipment

3. Participate in special Club programs and events and represent the Club through community involvements
4. Exercise leadership in handling problems relating to members
5. Utilize guidance and discipline plan

Duties

3. Perform all other duties that may be necessary to carry out the purpose of the Organization

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Has regular contact with members as needed to advice, train and counsel.

External: Maintains contact with external community groups, schools, members’ parents and others to assist in resolving problems and to publicize Club.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma/GED required and one year of business school or equivalency preferred
- Minimum of two years of administrative support experience in an office environment required
- Communication skills – good written and oral communication skills and the ability to relate to the public and those within the Club and to do presentations
- Decision making skills – good judgment, systemic thinking, problem solving, performance organization and time management. Identify common elements, themes and risks in situations and actions
- Planning skills – monitoring, organizational planning, ability to plan and implement quality programs for youth and to organize and supervise members in a safe environment
- Relationship skills – strong customer service, strict confidentiality, ability to build relationships, maintain confidentiality, use meaningful measurements to satisfy customer needs and be a positive team player

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Director of Operations **Date**

Approved by: _____
Executive Director **Date**