

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF GREATER HOUSTON

POSITION DESCRIPTION

Title: Membership Coordinator (Part-time)

Boys & Girls Clubs of Greater Houston is currently seeking energetic, organized and compassionate individuals who are interested in spending their time being positive role models in the life of a child. Applicants must be at least 18 years old with a high school diploma and a valid driver's license. They must also have at least two years' administrative support experience with youth/family oriented agencies. Applicants must also have solid computer skills, including Microsoft Office (Word & Excel) and database management experience. Job duties for this part-time position include but are not limited to: providing clerical and administrative support to the Club and Club Director; maintain membership database and prepare related reports; provide excellent customer service to members, families and visitors. .

We operate ten Clubs in and around the Houston area. A list of locations as well as a map, can be located on our website, www.bgclubs-houston.org, under the 'Locations' tab.

Hours: 3:00 p.m. to 8:00 p.m. Actual scheduled hours will vary by Club.

Days: Monday – Friday (with occasional special events on weekends)

Salary: pay will be commensurate with skills and experience

Bi-lingual, English/Spanish is a plus (may be required at some locations.)

We currently have available positions at the following locations:

- ❖ Fort Bend
- ❖ Holthouse

If you are interested in this position and meet the minimum qualifications, please submit your resume and cover letter by fax to 281-200-0650 or by email to BGCH@bgclubs-houston.org.

*****Be sure to indicate your preferred Club location.*****

Applicants who do not meet the minimum qualifications listed above will not be considered.