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Membership Desk Volunteer

Reports to: Stephen Rotondi (Membership Manager)

Location: 657 Middlesex St, Lowell, MA 01851

Job Type: Volunteer

Overview/Position Summary

As a Membership Desk Volunteer you will be the first point of contact with members and visitors. Membership Desk Volunteers greet guests with a friendly and positive attitude, assist with preparing members for pick-ups, and direct guests.

Responsibilities/Skills and experience relevant to this position:

- Use the intercom system to call for staff and club members who are needed at the Front Desk
- Greet all visitors and provide them with proper identification
- Direct visitors and members to the correct locations
- Assist with maintaining membership paperwork
- Engage in program outreach as needed (i.e contacting alumni, promoting summer registration)

Qualifications

- Excellent verbal communication skills
- Positive and professional demeanor
- Multitasking capabilities
- Ability to work in a fast-paced environment
- Bilingual is a plus but not a requirement

Benefits:

- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

How to Respond:

- Please complete the Volunteer Contact Form at the bottom of the page at <https://lbgc.org/get-involved/volunteer-2/individuals-and-groups/>
- For any questions, please contact **Brad Lewis, Volunteer Manager** at Bradley.Lewis@LBGC.org

Our Hiring Process

- We will review the applications on a rolling basis until the position is filled.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs. Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

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. All offers of employment are contingent on results of a reference and background check.

Hours: Monday-Friday 2-8 PM, highest priority need is 4-6 PM