

JOB POSTING

Member Services & Front Desk Support

Summary:

As a valuable member of the BGCTK team, the Member Services & Front Desk support role will be the first point of contact for all guests, members, and their families. will be responsible for providing overall support, assisting staff, and managing administrative duties. The successful candidate should be able to work well with others, while demonstrating an ability to work unsupervised, and bring a positive and energetic manner.

Responsibilities:

- Promptly welcome and greet all members, families, guests and community members into the facility
- Interact with BGCTK members, their families, and guests daily
- Maintain access control, ensuring that only authorized individuals enter the facility
- Answer any program, membership, or facility inquires
- Manage sign-in/out for all BGCTK members and guests
- Supporting Site Supervisor and Coordinator with emails and voicemails
- Answering phones & using intercom and paging system
- Other duties as assigned

Qualifications:

- Available to work up to 20-30 hours/weekly, including evenings and weekends
- Previous administrative/receptionist experience an asset
- Comfortable working in a fast-paced environment
- Excellent organizational skills
- Ability to prioritize and multitask
- Ability to create a safe and caring atmosphere while working with children and youth
- 1-2 years of experience working with children and or youth
- High Five Principles of Health Child Development (must receive training within first 3 months of employment)
- Current First Aid CPR Certification (must receive training within first 3 months of employment)
- Clear Vulnerable Sector Screen if over 18 years of age

Terms of Employment:

Contract Duration: August 30th, 2023 – June 21st, 2024

Location: BGC Toronto Kiwanis Club Kiwanis Club Locations

Amount: \$16.55 per hour-plus 4% vacation pay on every pay cheque. Mandatory employment related deductions as required by the Canada Revenue Agency-Canada Pension (18+years old), Employment Insurance, Federal and Provincial Tax

Hours of Work: Will vary up to 20-30 hours per week depending on site placement. Monday-Friday hours vary between 2PM - 9PM

Interviews: Successful applicants will be contacted to attend an in-person interview. Returning staff should anticipate an interview as well.

Training: Mandatory training will be completed during the week of August 30th – September 8th, 2023.

Conditions of Work: All staff will be given appropriate personal protective equipment and social distancing will be enforced as required by government guidelines. This position is conditional upon funding.

Deadline to apply: August 27th, 2023 @ 10PM. Please submit application online through Google Form. Only successful candidates will be contacted – no phone calls please.

Equity, Diversity & Inclusion:

BGC Toronto Kiwanis is an equal opportunity employer dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that we serve.