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**TITLE:**  Office Coordinator

**PROFILE SOURCE:** Office Coordinator

**DEPARTMENT:** Administration

**REPORTS TO:** Chief Operating Officer  
**FLSA STATUS:** Part Time (25-29.5 Hours)

**PRIMARY FUNCTION:**

This position will play an important role in customer service and organizational strength at Madison St. site. The office coordinator will handle payroll, payables, deposits, respond to calls and emails, and maintain organization in the workplace.

**KEY ROLES (Essential Job Responsibilities):**

# **Office Management**

Administrative duties:

1. Provides administrative support for the Senior Leadership Team, including scheduling and coordinating meetings, appointments, and/or other similar activities for administration, which may include coordinating travel and lodging arrangements where appropriate.
2. Manages the reception area and member services desk to ensure member services, effective telephone and mail communications both internally and externally to maintain professional image.
3. Work with the Chief Executive Officer, Leadership Team and Board of Directors as needed on administrative tasks. This can include calls for maintenance repairs, vendor contracts and services and weekly schedules for program and staffing.
4. Coordinates with the COO and bookkeeper to ensure accurate and timely processing of deposits, accounts payables, payroll and petty cash.
5. Supervises the maintenance of office equipment, including copier, fax machine etc.
6. Perform other duties as required.
7. Picks up/drops off mail from/to USPS.
8. Record deposits daily in QuickBooks
9. Process credit card transactions as needed
10. Prepare deposits for the bank(s)

* Old National Bank
* First Merchants Bank

1. Prepare invoices/bills/purchases for Whitinger
2. Process & stamp letters & payables, etc.
3. Prepare Credit Card invoice with expenses.
4. Turn in copier counts.
5. File all payroll, payables and other necessary documents.
6. Schedule appointments for CEO and others as necessary.

**Communication**

1. Participate in administrative staff meetings;
2. Provide administrative support for operations team; and
3. Greet visitors mediate communication between customers and staff

**Supervision**

1. Supervise and oversee administrative tasks.

**ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.

2. May be required to drive Club van.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

**MINIMUM QUALIFICATIONS:**

* High School Diploma or equivalent and 3 years administrative experience
* Excellent interpersonal skills
* Ability to organize, direct, and coordinate processes
* Strong verbal and written communication skills
* Strong organizational and analytical skills
* Above average working knowledge or Microsoft Office products and QuickBooks
* Ability to organize and supervise members in a safe environment
* Ability to interact professionally with all staff including CEO and other senior management
* Ability to lift and move equipment up to 25 lbs.
* Computer use for extended periods of time.

**PREFERRED QUALIFICATIONS:**

* Associate’s or Bachelor’s Degree from an accredited college or university
* General knowledge of and experience working with at-risk populations
* Demonstrated experience in organization planning, program development, project management and supervision based on the developmental needs of young people

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

**The following statements regularly apply to the position:**

* Employee is required to possess a valid driver’s license and is occasionally required to transport members in a company vehicle
* Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
* To accomplish the position functions, individual is required to work:
  + Irregular hours - Occasionally
  + Afternoons/Evenings - Regularly
  + Weekends - Occasionally

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor 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:

Supervisor Date

Reviewed by:

Chief Executive Officer Date