

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MUNCIE

TITLE:	Office Manager
PROFILE SOURCE:	Office Manager
DEPARTMENT:	Administration
REPORTS TO:	Director of Operations
FLSA STATUS:	Full-Time, 30-35 Hours
RATE OF PAY:	\$9.75-\$10.50/Hr

PRIMARY FUNCTION:

This position will play an important role in management, administration, and organizational strength at Madison St. site. The Office Manager will handle aspects of payroll, filing payables and invoices, creating purchase orders, respond to calls and emails, and maintain organization in the workstation. This job will also serve as an Administrative Assistant to the senior leadership team; handling scheduling, running important errands for the team, etc. In this role you will also oversee end of day cleaning responsibilities as needed. The Office Manager will report Front Desk Staff progress to Director of Operations and work to improve office operations and procedures.

KEY ROLES (Essential Job Responsibilities):

Skills

1. Management
2. Attention to detail
3. Time management
4. Decision making
5. Leadership
6. Supervision
7. Communication
8. Organization

Office Management

1. Administrative duties:
 - Distribute check stubs;
 - Respond to all incoming telephone calls and inquires;
 - Maintain office supplies as needed;
 - Maintain copier, including ordering of supplies and upkeep of corresponding codes;
 - Complete and submit purchase orders;
 - Address technical issues;
 - Maintain building and office keys;
 - Maintain and manage After-School Data and Payments;
 - Serve as staff liaison at BGC Leadership meetings; and
 - Coordinate administrative processes with Director of Operations.

Communication

2. Participate in administrative staff meetings;

3. Provide administrative support for Senior Leadership team
4. Greet visitors, mediate communication between customers and staff

Supervision

5. Supervise and oversee administrative tasks.
6. Supervise end of the day cleaning
7. Supervise other front desk staff on specific duties and procedures

Software

8. Outlook
9. Word press
10. Google doc

ADDITIONAL RESPONSIBILITIES:

1. 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 and managerial 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 of 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