

Membership Services (Roseburg)



The Boys & Girls Club of the Umpqua Valley, a non-profit youth development organization, is looking for the right person to join our team.

We are looking for a kid-friendly, organized and motivated person for an afternoon front office position. This position includes constant interaction with kids of all ages, assisting parents with program registration forms and taking payments, answering phones, providing information to Club members, families, and community members, data entry, filing, and providing support to the Program Directors.

QUALIFICATIONS:

High school diploma or equivalent required; strong computer skills including experience in database management, Microsoft Excel, Word and Outlook; strong customer service skills; excellent organizational skills and attention to detail; good written and verbal skills understanding of and willingness to work with youth of all backgrounds

Must be able to pass a pre-employment drug screen and background check.

Part-time position, Mon-Fri 17-20 hours/wk

Monday-Friday 3:00-6:30pm

Summer Hours 2:00-5:30pm

(Additional hours occasionally available for events and covering for vacation/sick time)

Starting Salary: \$10.50 - \$12.00/hour DOE

Apply in person or submit cover letter, resume, and references to:

Heide Robles, Office Manager
Boys & Girls Club of the Umpqua Valley
1144 NE Cedar Street
Roseburg, OR 97470
hrobles@bgcuv.org