



BOYS & GIRLS CLUB OF THE COASTSIDE

Office Coordinator

Updated April 2024

*Schedule: 10:30 AM to 6:30 daily when school is in session
7:30 AM to 4:30 daily during camps when school is not in session
8 hour flexible shifts when no kids are at the Club*

The Boys & Girls Club of the Coastsides (BGCC) serves over 1,100 youth on the isolated San Mateo Coastsides with high quality out-of-school time programming. Our programs include academic support, enrichment, and fitness after-school daily for students in grades 5 to 12 on the Cunha Intermediate School campus in downtown Half Moon Bay.

BGCC is seeking a mature individual to join our small leadership team in a key role as the **Office Coordinator**. The Office Coordinator plays a crucial role in ensuring the smooth operations of the organization by overseeing administrative tasks, managing office procedures, and supporting staff and members. The ideal candidate will be committed to ensuring the success of BGCC through outstanding service to our members and their families and attention to implementation of our office systems. The work is public facing and we are looking for someone who is bilingual (Spanish/English) and capable of problem-solving and troubleshooting on a day-to-day basis

Key Roles:

- Serve as the first point of contact for all inquiries on the phone, on email, and in person. Represent the Club with a positive attitude and a professional approach.
- Collaborate with staff to ensure systems are in place, functioning and constantly updated, including but not limited to -- Member Registration, Program Fee payments, Event Management, and Donor Stewardship. Key operating systems include MyClubHub (on the Salesforce platform), Bloomerang and Greater Giving. The office uses the Google Suite.
- Generate reports and analyze data to support decision-making.

- Ensure compliance with data protection policies.
Support staff and parents managing attendance, check-in and out and communication with parents.
- Collaborate with staff to address member needs and concerns.
- As a key partner to our Safety Team, ensure we can account for all Members at all times; manage safety drills and maintain Member records in case of an emergency.
- Manage and collect program fees and scholarships for all of BGCC's programs.
Work with families to establish and maintain payment schedules.
- Manage office and office systems to help staff team use time and resources effectively and efficiently.
 - Maintain centralized calendar.
 - Oversee maintenance of the office space and equipment
 - Maintain office supplies inventory and place orders when necessary
- Support Bookkeeping by managing petty cash, copying checks and making deposits and filing.
- Support Human Resources by
 - Running Payroll
 - Assisting with recruitment processes, including posting job openings and scheduling interviews
 - Maintaining employee records
 - Assist with onboarding
- Help organize meetings that are fun and help build a sense of team.
- Support Donor Stewardship by entering donations promptly and ensuring donors acknowledged thoughtfully.
- Help the public understand BGCC by performing website audits and helping maintain our social media presence.
- Help organize and schedule BGCC community facing events including Egg Hunt, Youth of the Year, Open House and our Annual Fundraiser.
- As part of our team, identify day-to-day needs and areas of improvement for the Club.
- Maintain a healthy and safe environment, including cleaning and sanitizing responsibilities.
- Assume other duties as assigned.

Key Qualifications

- Bi-lingual English/Spanish required.
- High school degree (or equivalent).
- Solid knowledge of Google suite.

- Strong oral and written communication skills to interact with students, parents, and teachers effectively. This role involves collecting payments and requires candidate to be persistent and confident.
- Strong organizational and time management skills, with the ability to multitask, problem-solve and prioritize responsibilities effectively.
- Capacity to work individually and as a team.
- Deep understanding of and connection to the community being served.
- A genuine passion for working with youth and helping them reach their full potential.
- Collaboration skills to work with staff members and BGCC leadership.
- Willingness to learn new on-line platforms (Bloomerang, Constant Contact, Greater Giving, My Club Hub)
- Ability to pass required background checks.

Join our team and make a difference in the lives of children in our community!

Compensation and Benefits

Salary range is \$25-30/per hour and dependent upon skill and experience. Employee is eligible for full individual health care, SIMPLE IRA with BGCC matching and other benefits.

How to Apply

Complete the on-line application, [linked here](#) (or on our website at <https://bgccoastside.org/careers/>) and submit including a resume or LinkedIn profile.

Application review will begin May 1st. We hope the new candidate can begin immediately upon hire.

Questions?

Contact Jill Jacobson (jill@bgccoastside.org) or 650-712-9710.

BGCC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Disclaimer

The information presented indicates the general nature and level of work expected of this employee. 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.