



**BOYS & GIRLS CLUBS**  
OF BENTON AND FRANKLIN  
COUNTIES

# FRONT DESK YOUTH DEVELOPMENT PROFESSIONAL

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## SUPERVISOR

Pasco Branch Director

## STATUS

Part-time, hourly

## STARTING SALARY RANGE

\$16.77-\$19.44

DOQ/DOE/Hour

\$.50/hr additional pay  
for bi-lingual staff  
(assessment required)

## ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

## POSITION SUMMARY

Under the supervision of the Branch Director, the Front Desk YDP is responsible for greeting members, parents, and community members upon entering the Club. They are also responsible for computer entry tracking of members as they come and go. This staff person will also help with other data entry as needed. Front Desk staff must be detail oriented and be able to multi task in a busy environment. Our front desk area is also a functional part of the Club and as such this staff will build relationships with Club members and parents.

The Front Desk Youth Development Professional should enjoy working with youth, create an environment that is safe and fun while helping members build confidence and skills. Youth Development Professionals foster positive relationships with youth, families, staff, and community members.

Our Main Branch Club is a 14,000 sq. ft. Club located in Pasco, WA. It opened in 1999 serving elementary aged youth. In 2013 we became a full service club and now serve youth 1<sup>st</sup>-12<sup>th</sup> grade. The Club also has a STEAM Room, Games Room, Gym, Learning Center, Stage, and Teen Room. The average daily attendance of our Main Branch Club is 150 members.

## QUALIFICATIONS

- Minimum of one year experience working with youth.
- 21 years of age or older.
- Strong communication skills in person and over phone.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Ability to plan and manage multiple tasks and to develop solutions to problems.
- Bilingual required.
- Comfortable with basic computer skills and capable of learning a software tracking system quickly.
- Be able to lift 40lbs.

## JOB FUNCTIONS

- Greet Club Members, parents, and visitors.
- Ensure safe and efficient check in/out of Club Members.
- Input member tracking into vision software.
- Communicate with all staff efficiently and clearly.
- Communicate effectively with parents and community members.
- Contributes to the creation of the Club's overall climate for youth development and success.
- Help to manage program supplies and equipment.
- Help to manage flow of program.
- Help to maintain organization and cleanliness of building.
- Other duties as assigned.

## APPLICATION PROCESS

Please submit a cover letter and resume to [heather.robertson@greatclubs.org](mailto:heather.robertson@greatclubs.org).  
Position will close as filled.

*Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.*

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