



Volunteer Position Description

Position Title	Front Desk Assistant				
Club Location	Buenger Club – Newport, KY				
Supervisor	TBD				
Age Group Working With	All				
General Information	The front desk of a Boys & Girls Club is a vital part of the Club and is often a very busy place. The front desk attendant is in charge of scanning Members & volunteers in and out. They, also, interact with Members & parents and answer or direct, to appropriate staff member, questions about the Club.				
Volunteer Objectives	<ul style="list-style-type: none"> • Assist with answering Club phone • Make Club announcements and page Members to the desk when needed • Help manage traffic flow of Members and Parents • Some data entering 				
Time Commitment/Club Availability	M	T	W	TH	F
	10am-4pm	10am-4pm	10am-4pm	10am-4pm	10am-4pm
	Additional Notes: Hours show Club availability, volunteer may pick schedule that best suites them. Please specify preferred hours on application.				
Number of Volunteers Needed	TBD				
Who Can Volunteer?	18+				
Additional Information					