



Volunteer Position Description

Position Title	Front Desk Assistant				
Club Location	Marge Schott-Unnewehr – Covington, 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?	Any				
Additional Information	Number of volunteers will depend on hours volunteers can work. If a volunteer can cover all hours we will need only one or the hours can be split between multiple volunteers.				