



## Club Administrator

**Date Posted:** May 8, 2023

**Competition Number:** 30-23/24

**Location:** Kelowna, BC (Martin Avenue Club)

**We can provide:**

- Many opportunities for professional development
- Fun, positive work environment
- Benefit package
- Child Care discount

**Key Duties and Responsibilities:**

- Provide excellent customer support and service to parents, members and visitors of the facility.
- Answer telephones, direct calls to the appropriate individual, taking messages, and answering basic inquiries about the Club. Directs internal communications amongst staff team.
- Responsible for program registration and other member related reporting forms.
- Ensures accurate program and membership records are maintained and that confidentiality is a priority. Ensure that all pertinent documentation is complete.
- Performs general data entry functions, such as inputting member information into the ShareVision database.
- Handles cash transactions such as collecting payments, issuing receipts, completing bank deposits and maintaining petty cash in accordance with established guidelines.
- Manages parent payment schedules including collections, sponsorship tracking and assisting parents.
- Assists in producing and updating Club promotional and marketing material.
- Oversees facility, gymnasium, and/or boardroom bookings and completes contracts with renters.

**Qualifications:**

- Grade 12, plus completion of a program of up to one (1) year in secretarial training, business or office administration.
- Three (3) years recent related experience.
- Proficient with Microsoft Office Suite, including Excel, Word, Publisher, PowerPoint
- Successful completion of Agency screening process including criminal record check

**Hours:** 35 hours per week: Monday to Friday, daytime hours

**Rate of Pay:** \$19.33 per hour, plus cost shared benefits, vacation and sick time

**Closing Date:** Open until filled

**Please send resume and cover letter to:**

**E-mail:** [jobs@bgco.ca](mailto:jobs@bgco.ca)

*As an equal opportunity employer, BGC Okanagan is committed to the prioritization of equitable and inclusive employment practices. Our goal is to be representative of the communities we serve, and we encourage applications from communities which are structurally marginalized based on race, disability, age, sex, religion, sexual orientation, nationality, social or ethnic origin, gender identity and/or expression. If any candidate needs any accessibility support throughout the hiring process, we will accommodate such requests when made. You will only be considered for a position with BGC Okanagan if you're legally entitled to work in Canada. Eligible applicants include: Canadian citizens, permanent residents and refugees in Canada with legal status.*

*We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.*