

## Job Posting

BGC Dovercourt is looking for **Front Desk Staff!**

BGC Dovercourt is a not-for-profit organization that provides after school, summer and March break programs for over 1,000 children and youth at two locations in Toronto's west end. The mission of the Club is to provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.

**Position:** Front Desk Staff

**Duration of Contract:** Summer 2025 and fall

**Reports to:** Operations Manager

**Location:** Dovercourt Clubhouse, 180 Westmoreland Ave

**Hours:** Full time -Monday to Friday, and occasional Weekends

### Key Responsibilities:

- Develop and maintain a current and accurate filing system
- Process payments and financial transactions
- Adhere to and follow all Club policies and procedures
- Respond to emails daily, professionally, and accurately
- Keep the office space organized, clean and tidy
- Effectively and professionally greet all visitors
- Direct public inquiries to the correct staff member
- Receive, direct and relay telephone messages and fax messages
- Assist with data entry tasks and special projects as priorities emerge
- Perform other administrative tasks, as assigned

## Qualifications:

- Experience in an administrative/data entry position
- Experience working with children and youth and customer service
- Team player with great time and stress management skills
- Familiarity with Microsoft Office and strong attention to detail
- Strong work ethic and ability to work in fast paced environments
- Valid Standard First Aid and CPR an asset
- Clear vulnerable sector police record check is required

We thank all candidates for their interest; however only those under consideration will be contacted.

*BGC Dovercourt is committed to employment equity. We thank all applicants, however, only those considered for an interview will be contacted. We welcome and encourage applications from people with disabilities. We are committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. Accommodations are available throughout the recruitment process and applicants with a disability may request to be accommodated throughout the recruitment process. We will work with all applicants to accommodate their individual accessibility needs.*

Job Types: Full-time, Part-time Contract