



**BOYS & GIRLS CLUBS
OF EAST COUNTY**

The Boys and Girls Clubs of East County is seeking qualified candidates to fill **Registrar Level 1** positions at the following site. The location is:

1171 E. Madison Ave El Cajon, Ca 92021
8820 Tamberly Way Santee, Ca 92071

RESPONSIBILITIES:

Primarily responsible for assisting Director with administrative duties, customer service and cash handling.

QUALIFICATIONS:

1. Must be able to pass the following tests:
 - Pre-employment drug screen
 - Background screen
 - Tuberculin skin test (cannot be substituted for a chest x -ray)
2. Cash handling experience
3. Must be available to work Monday - Friday afternoons (2-6 pm)
4. Ability to deal effectively with members including discipline problems.
5. A positive and productive attitude at work.
6. Strong communication skills, both verbal and written.
7. One year similar work experience
8. All applicants must be at least 18 years old and attain CPR/1st Aid Certification within 60 days of hire, paid for by the organization

WORK SCHEDULE:

Mon-Fri: Approximately 20-25 hours per week, 40 hours per week in the summer

COMPENSATION:

\$11-\$12/ hour

Employment type: Part-time, year-round

Non-profit organization

APPLY:

Submit a resume to Brandie@bgcec.org.

WWW.BGCEC.ORG