



SOUTHWEST FLORIDA COUNCIL BOY SCOUTS OF AMERICA



POSITION:

LEAD OFFICE ASSISTANT

Position Concept:

First point of contact for our organization. Welcome volunteers, parents and guests who visit our organization. Evaluates and answers customer inquiries. Directs customer requests and concerns to proper department. Cross-trained to support various office function and support services.

Principal Responsibilities:

- Greet and welcome guests as soon as they arrive at the office, direct visitors to the appropriate person.
- Answer, screen and forward incoming phone calls. Be able to multi-task and prioritize duties.
- Maintain confidentiality and a professional demeanor.
- Process walk-in-event and membership registration payments.
- Comply with established council business procedures including receipting of cash and preparation of POS reports.
- Receiving of mail and deliveries.
- Assist as needed in office operations.
- Ensure lobby is clean and presentable with all necessary brochures and forms amply stocked.

Materials and Equipment Used:

Telephones, computer, printer, copiers, collators, point of sale system, basic ms office.

Physical Activity:

Reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and making repetitive motions. Able to occasionally lift 30 lbs.

Physical Requirements:

Sedentary and light work.

Mental Demands:

Reading, detailed work, confidentiality, problem solving, language, stress, training, math, reasoning, verbal communication, written communication, customer service, multiple concurrent tasks, and constant interruptions.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions.

Qualifications:

Possess a high school education or equivalent.

Possess a variety of administrative/office support skills, including phone, computers, data entry, copier systems, etc.

Possess above average skills in typing, with accurate spelling and grammar; computers, MS Office, Excel.

Keep a friendly and helpful attitude towards employees, Scouts, Scouters, and the public.

Possess a professional appearance and telephone presence.

Criminal background check required.

Job Type: Full-time Hours 8:30 am to 5:00 pm - Monday-Friday (*Seeking FT, but will consider part-time also – PT has no benefits*)

Benefits and Compensation:

Pay \$10-12 per hour; Scouting offers a full benefit package which includes major medical, prescription coverage, dental, vision, life-insurance, short and long-term disability, accidental death, 403 (b), and a generous paid vacation and holiday schedule.

Contact: Forward application to Office Manager at Lori.Laumeyer@scouting.org
1801 Boy Scout Drive, Fort Myers, Florida 33907