**JOB TITLE:** Assistant Office Manager

**JOB DESCRIPTION:**

To assist the Office Manager in the daily running of the GLPYC office, including:

* + - * Helping in the management of smooth office operations through positive communication with Club members, staff and the public, including greeting all visitors promptly and pleasantly;
			* Timely completion of administrative tasks required for day-to-day operations, including data entry, answering the phone and tracking messages, creating, editing and updating spreadsheets, and accurately handling cash and credit card transactions;
			* Master Club Express (the GLPYC on-line registration system);
			* Coordinate, organize and follow up on all forms and information required for class participation;
* Prepare for program events, including adult social events, youth evening activities, Awards Night, etc.;
* Communicate information to the members about evening events, including posting on social media, making posters about the events, recording table reservations, and communicating information about ticket sales to the Board;
* Assist with the GLPYC Art Show;
* Respond to emergency requests (understand and ensure privacy and safety procedures);
* Daily updates on website message board and email to ensure timely member notifications;
* Complete various tasks requested by the Board of Directors, Senior Director of Programming, Director of Tennis, and Director of Sailing as needed;
* Build sustainable relationships with club members and the Board with open and interactive communication;
* Set-up and record the Friday weekly meets (swimming, track and novelty);
* Assist yoga instructors with scheduling and payments;
* Manage food orders with Point Spa for tennis tournaments and tennis team;
* Manage, coordinate, distribute name tags for Hello Summer and Summer-Set cocktail parties, including ensuring that there are pre-printed name tags for Commodore’s Club and Patron members, and wrist bands for the adult evening events; and
* Help with Hello Summer and Summer-Set parties.