



JOB DESCRIPTION

JOB TITLE: Burnsville Athletic Club (BAC) Secretary

REPORTS TO: Burnsville Athletic Club (BAC) President

EFFECTIVE DATE: December 2018

FLSA: Non-Exempt

SUMMARY: Performs administrative functions and attends to business detail for the Burnsville Athletic Club.

DUTIES AND RESPONSIBILITIES:

- Routes incoming mail that is picked up at Diamondhead to the appropriate parties.
- Takes dictation in shorthand or by computer and transcribes notes to be published.
- Attends BAC Board meetings monthly; prior to meeting, reserves location, sends out meeting agenda, and provides minutes from previous Board meeting.
- Maintains BAC Website with supporting commissioners on technical aspects, security functions, and publishing communications.
- Publish annual BAC Scholarship form and maintain incoming requests for review.
- Develop relevant & positive content for social media presence on all BAC social media sites.
- Coordinates and executes on deadlines for ISD 191 marketing materials.
- Partners with multiple schedulers across the BAC community on scheduling facilities, gyms, fields, domes and any other scheduling events that take place throughout the year.
- Conduct research, and compiles reports as needed.
- Makes copies and prepares other printed materials.
- Perform a range of accounting and financial duties in Quickbooks to support the financial functions of BAC.
- Keep lists and stays organized by accomplishing multiple tasks.
- Maintains compliance for BAC volunteer coaches and Board Members regarding background checks and concession requirements.
- Prepares outgoing mail and correspondence, including e-mail and phone.
- Orders and maintains supplies, and arranges for equipment maintenance.
- Performs other related duties as assigned by BAC Leadership Board.

QUALIFICATIONS:

- Minimum qualification is high school degree. One to three years related experience; or equivalent combination of education and experience. Nonprofit and/or experience with BAC is highly preferred.
- Strong written, verbal, and interpersonal communications skills including ability to listen attentively and to communicate information clearly and effectively.
- Proficient technology and social media competency.
- Take pride in quality of work and attention to detail.
- Professional in-person and phone presence and etiquette.
- Capacity to work with little to no supervision using effective time management and organizational skills.
- Complete tasks and projects within deadlines.
- Ability to handle multiple priorities simultaneously in a fast-paced environment.
- Flexible schedule arrangement with ability to attend meetings/events in the evenings. Ability to work 10-15 hours per week.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Position performed primarily at computer workstation that may require prolonged sitting, standing and use of hands and fingers dexterity. May occasionally lift up to 20 lbs.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts BAC's right to assign or reassign duties and responsibilities to this position at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.