



Geronimo District - Mescalero District - Polaris District - Sunshine District - Wapaha District - White Sands District
Luna & Sierra Counties, NM Northeast El Paso West El Paso Doña Ana & Sierra Counties, NM East El Paso Hudspeth Co, TX Otero County, NM

Customer Service and Registration Clerk

Yucca Council, Boy Scouts of America is searching for candidates to fill our Customer Service and Registration Clerk position. This position may be filled by one full-time person (benefits eligible) or two part-time employees, to be determined by the candidates that apply. We anticipate filling the position(s) by October 15 and will continue to accept resumes until the position is filled. Interested candidates should email their resume and cover letter to Kelly McMurphy at kelly.mcmurphy@scouting.org. Candidates will be considered on the merit of their past work experience and educational attainment. Only candidates who meet the required criteria will be considered for the position(s).

Position Title – Customer Service and Registration Clerk

Position Pay – \$10 - \$12 per hour

Reports To – Chief Operating Officer through Office Manager

Responsibilities – The Customer Service and Registration Clerk is tasked with:

- Answering incoming phone calls and providing customer service to our volunteers
- Managing records and payments for event attendance, youth and adult awards, camping reservations, membership registration and other Scouting activities as directed
- Data input related to records management
- Attend and serve as scribe for Board meetings, publishes monthly board meeting minutes
- Assist with website calendar upkeep and social media postings
- Serves as the front desk receptionist and tends to customer service and volunteers needs/requests

Requirements

- Must be willing to accept and meet the Boy Scouts of America leadership and membership standards and subscribe to the Scout Oath and Law
- Ability to work during office hours, 8:30am – 5:30pm, Monday through Friday
- Competent with Microsoft Office software including Outlook, Word and Excel
- Proven organizational skills
- Must be 21 years of age

Desired Skills

- Customer service/receptionist employment history
- Being bi-lingual is preferred, but not required
- Able to operate independently in a fast-paced, multi-tasking environment
- Familiarity with Scouting programs can be helpful, but not required

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