PROGRAM CLERK
Gary Comer Youth Center
7200 S. Ingleside, Chicago, IL

Position Title: Program Clerk, Gary Comer Youth Center

Supervisor: Senior Program Director

Position Summary
The Program Clerk is responsible for maintenance of all data management systems; execution of program registration, maintenance of program related filing systems, and serve as an administrative assistant to program managers.

Gary Comer Youth Center
Having opened its doors in June 2006, the state-of-the-art Gary Comer Youth Center (GCYC) offers positive extracurricular alternatives in a welcoming and safe environment. The mission is to provide the support for all members to graduate from high school, prepared to pursue college and careers. Located on Chicago’s South Side, the Gary Comer Youth Center draws its primary membership from the youth of the South Shore Drill Team, Gary Comer College Prep, Paul Revere School and youth living in the Paul Revere School community. For more information: www.gcychome.org.

Essential Functions and Responsibilities:
• Responsible for member data entry and reporting by using various web based data systems for all youth as well as adult programs.
• Maintenance of files and documentation required for grant compliance.
• Assistance in the membership process for all new and returning GCYC members. This includes acceptance of membership applications (accounting and deposit of all membership funds and management of member files).
• Reports on daily, weekly and monthly attendance data per program as well as for the entire agency.
• Maintains current records and files for all members. Submits monthly statistical reports of membership to Senior Program Director.
• Greets visitors positively and acts as an information center for guests and members. Explains the various programs in the Center and directs visitors to the proper individuals and program areas.
• Attendance at all required meetings, trainings and seminars.
• Responsible for management of program registration (youth and adult).
• Responsible for program roster generation for instructors.
• Notifies youth and families of key activities, special events & programming through phoning, written correspondence, brochures, and notices.
• Other duties as assigned.

Experience / Education: High School diploma or equivalency is required. Some college is preferred. Minimum of two years of experience in secretarial/administrative related positions required.

Qualifications include:
• Demonstrated knowledge of Microsoft Office Suite specifically Microsoft Excel.
• Strong aptitude for computer data entry systems.
• Must demonstrate cultural competency, dedication to working with youth, families and community members in our care.
• Ability to manage projects independently.
• Readiness to work on team projects.
• Excellent customer service skills.

**Environmental and Working Conditions:**
• Youth centered environment requiring flexibility and adaptability.
• Office oriented work.
• Ability to work nights and/or Saturdays.

**Physical Requirements:**
• Physical requirements related to office work.
• Ability to do light lifting.

**Salary:** Dependent upon qualifications and experience.