

**Position:** Front Desk Assistant  
*Reports to Director of Community Engagement*

**About BFC:**

The Boston Fencing Club is a 501 (c) (3) organization that aims to increase the physical and financial accessibility of fencing across the metro-Boston area. In addition to in-house programs, we work with local schools and organizations in order to expose more young athletes to the sport. Boston Fencing Club is committed to providing high-quality instruction and bouting opportunities to fencers of all abilities, ages, and skill levels; to increasing the physical and financial accessibility of the sport to all potential athletes in the greater Boston area; and to developing athletic and mental skills in a healthy and safe environment of individual and team competition with the aim of using the discipline involved in training and achieving fencing goals to make our athletes successful in the academic, business, and professional worlds.

**Job Duties and Responsibilities:**

- Greet all members and visitors and ensure they are checked in
- Answer phone calls and emails professionally, accurately, and in a timely manner
- Assist members with class enrollment including waivers and payment
- Provide daily organization of club loaner gear and tidy other areas of the club when needed
- Assist members and visitors in retail store
- Update digital signage and website as needed

*Additional tasks assigned, as agreed upon, could include:*

- Update social media with pertinent information about upcoming events or closures and create social media content highlighting BFC athlete accomplishments
- Stencil names on athlete uniforms and other CAD cutter tasks
- Assist with running of birthday parties and other special events
- Pen monthly newsletters and bi-weekly blog posts

**Hours:**

- Job duties to be performed between 4pm and 9pm on Weekdays and 9:30am to 2pm on Saturdays, from September-June. Limited, flexible hours in July and August. Specific hours to be agreed upon between employee and supervisor. Each Front Desk Assistant will be scheduled regularly to work between 5-20 hours per week, depending on need and availability.

**Qualifications:**

- Possess strong interpersonal and customer service skills
- Keeps information organized and communicates clearly both internally and externally
- Interest in youth development, youth sports, or adult recreational sports useful but not required
- Knowledge of fencing useful but not required

- Completed USA Fencing Safesport training course and background check; this may be completed during onboarding

**Compensation:**

\$17/hour

**To Apply:**

Please submit a cover letter and resume to [outreach@bostonfencingclub.org](mailto:outreach@bostonfencingclub.org). Applications accepted until the position is filled.