



Job Title: Building and Program Support Team Member

Hourly Wage: \$20.00 per hour

Location: Family First Community Center (FFCC), Benson Hill/Cascade area

Job Summary: FFCC is seeking additional Building and Program Support Team Members. We value integrity, community service, and creating a welcoming environment for all. This role supports various needs within the community center and reports to the Directors of Operations.

Responsibilities:

General:

- Assist with all center tasks, projects, programs, and partnerships.
- Participate in training, meetings, and special events.
- Understand and act on FFCC emergency procedures.
- Build and maintain positive relationships with Health Point team members and building staff.
- Provide customer service to visitors, staff, families, and community partners.
- Use registration software effectively, including troubleshooting.
- Maintain a clean and safe environment.
- Contribute to developing best practices for the team.

Administrative:

- Perform cashier functions, issue receipts, and balance daily transactions.
- Operate office equipment including copiers, scanners, phones, and computers.
- Serve as receptionist, greeting visitors, answering phones, and directing calls.
- Handle clerical duties such as copying, sorting, filing, and preparing documents.
- Manage mail distribution and scheduling room rentals.
- Assist with managing the center's schedule and perform other related tasks.

Event/Program Support:

- Track attendance for events and programs.
- Provide guidance and leadership for programs/activities.
- Support program partners and center-based programs.
- Document and address any issues that arise.
- Engage with participants and organize equipment as needed.
- Assist with planning programs/events when necessary.

Family First Community Center | 16200 116th Ave SE | Renton WA 98058



Room Monitoring:

- Oversee rooms such as the Fitness Room, Gymnasium, Activities Lounge, Dance Studio, and Makerspace.
- Build relationships with community members and maintain a clean workspace.
- Identify and prevent potential issues proactively.

Minimum Requirements:

- Must be 18 years or older.
- Valid Washington State Driver's License/ID or ability to obtain one before employment.
- High school diploma or equivalent preferred.
- Current CPR/First Aid certification or ability to obtain before employment.
- Clerical and community event/program support experience preferred.

We are an equal opportunity employer committed to diversity, equity, and inclusion. We consider applicants without regard to race, color, religion, sex, age, national origin, marital status, disability, sexual orientation, veteran status, or any other legally protected status.