

DAY-SHIFT FRONT DESK STAFF NEEDED



As the face of the Y, you'll greet members and guests with warmth and enthusiasm, ensuring their experience is positive from the moment they step through the door. Your role will require a high level of friendliness and approachability, ensuring everyone feels welcomed and valued.

This position is for part-time, day shift.

Responsibilities:

- ✓ Greet customers warmly & assist with membership needs.
- ✓ Answer incoming phone calls with professionalism and efficiency.
- ✓ Assist members with membership maintenance in our computer system.
- ✓ Keep the front desk clean, stocked, & organized.
- ✓ Work collaboratively with team members to ensure smooth operations.

Qualifications:

- ✓ Must be 18 years or older.
- ✓ Must display a high level of friendliness and approachability.
- ✓ Strong communication & customer service skills.
- ✓ Must have some level of computer literacy to efficiently handle administrative tasks.
- ✓ Must have excellent phone etiquette to handle incoming calls.

Perks:

- ✓ Starting wage of \$11/hour.
- ✓ 10-15 hours to start, then move to 30-35 hours after a few months.
- ✓ Flexible scheduling.
- ✓ Free employee YMCA Membership.
- ✓ Fun & engaging work environment.



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