

JOIN OUR TEAM: WELCOME DESK STAFF



Join our team as a Welcome Desk Staff member and be a friendly, welcoming face for our members and guests. Your positive attitude and exceptional customer service will help create a great experience from the moment they walk through our doors.

TWO SHIFTS AVAILABLE!

–Mondays and Fridays, 1pm–5pm.

–Or, weekends, including some holiday weekends, between 7:00 AM and 6:00 PM, as well as 1–2 evening shifts per week.

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.
- ✓ Flexible scheduling.
- ✓ Free employee YMCA Membership.
- ✓ Fun & engaging work environment.

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