



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Front Desk Staff Member

The Gateway Family YMCA is looking for energetic, outgoing, customer service driven individuals to join their Welcome Center Team.

Job Description

- Part-time, average 15-20 hours per week
- Saturday/Sunday, weekday evenings as well.
- Must be willing to work opening hours starting at 5:15am
- Must be 21 and older
- Must have the following:
 - *Excellent interpersonal and problem solving skills.
 - *Previous customer service, sales or related experience.
 - *Basic knowledge of computers

Job Responsibilities

Desk Staff members will be expected to:

- Deliver excellent service to all members, guests, and program participants.
- Respond to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of front desk area.
- Provide excellent service to members, guests, and program participants in the Y and on the phone contributing to member retention.
- Greet and assist all members, potential members, program participants and staff in a courteous, professional and friendly manner.
- Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities.-Builds relationships with members; helps members connect with one another and to the YMCA.

Job Type: Part-time

Interested applicants contact Jean Vick at jvick@tgfymca.org or (908)688-9622