



Job Opening Announcement

Position Title: West End Member Service Representative

Position Type: Part time hourly

Date Posted: 2/16/15

How to apply: Complete an internal transfer form

Position Summary:

Under the supervision of the West End Leader, Member Experience staff will assist with all day to day operations and responsibilities of the front desk. Through training, staff will gain knowledge of all programs, membership, special events, and all other general facility information needed to answer questions, concerns, and be able to promote all the above to members and guests.

Qualifications

1. Excellent communication skills.
2. Knowledge of computer operations; Specifically, Microsoft Office, Outlook, and Trinexum.
3. Interest in recreation and leisure activities and desire to help others achieve their goals through health and wellness.

Physical Demands

1. Standing for long periods of time.
2. Attention to detail on all items such as paperwork and member and guest communication.
3. Lifting items up to 50 lbs