



Job Opening Announcement

Position Title: Member Service Representative

Position Type: Part time

Date Posted: 11/16/15

How to apply: Submit Application, Resume, and Cover Letter

Description:

Under the supervision of the Membership Leader, Member Service Representatives will assist with all day to day operations and responsibilities of the member service 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. Applicants must be available to open the YMCA of Marquette County and is expected to start their shift at 4:45am.

QUALIFICATIONS

1. Excellent communication skills.
2. Knowledge of computer operations; Specifically, Microsoft Office, Outlook, and membership software.
3. Interest in recreation and leisure activities.
4. A 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.

Current YMCA Employees: Submit a completed internal transfer form to your supervisor.

External Applicants: Submit a completed YMCA Employment Application and resume with cover letter to the Front Desk, 1420 Pine Street, Marquette, MI 49855. Application available at www.ymcamqt.org.