



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPPORTUNITY
AWAITS

MEMBERSHIP DESK

PART-TIME: STARTS IMMEDIATELY

The Eau Claire YMCA is looking for fun and friendly people to join the Front Desk Staff ! This individual will be responsible for all front desk staff duties. Responsibilities include: opening and membership sales, and membership check-in, greeting of members and use of the Daxko computer software. Additional membership related responsibilities include class sign-ups and membership renewals.

AVAILABLE SHIFTS:

- Monday-Thursday
2:00-7:00 PM & 4:00-9:00 PM
- Friday
Closing Shift 4:00-9:00 PM
- Saturday & Sunday
Rotating shifts from open to close available.

KEY QUALIFICATIONS:

- Available and dependable for shifts
- Excellent interpersonal and problem solving skills
- Ability to connect with people of diverse backgrounds
- Previous customer service, sales or related experience is preferred
- Basic knowledge of computers
- Must be punctual and dependable for assigned shifts
- Positive attitude, good communication skills, team player, & professional
- Enjoy being around people, reliable, & adaptable
- CPR/First Aid Certification (within first 6 months of employment)
- 18 years or older



WAGE RANGE: \$11-\$13 PER HOUR

Eau Claire YMCA

700 Graham Ave, Eau Claire, Wi 54701

715.836.8460 www.ymca-cv.org

CAUSE DRIVEN

Work with passionate people and help make our community a better place!

FREE

Y Membership

IT'S FUN!

There is something new and exciting happening everyday!

HOW TO APPLY:

Please apply on our website or by contacting Bonnie Nicolai, Member Service Manager, at bnicolai@ymca-cv.org

