



Member Services Staff Job Posting

Hourly Pay: \$9.65-\$10.00

15-20 hours a week

JOB SUMMARY: Under the direction of the Director of HR / Finance, the YMCA is looking for an outgoing, responsible, caring person with excellent customer service and communication skills. Must be courteous, friendly, and efficient in providing service to YMCA members and guests. In addition he/she is to aid the Marshall Area YMCA in fulfilling our mission to instill the values of caring, honesty, respect, and responsibility through programs and services that build healthy spirit, mind and body for all.

MINIMUM QUALIFICATIONS: Must be at least 18 years of age. Must be able to multi-task and possess excellent customer service including the ability to communicate and interact with YMCA members and guests, have a flexible schedule including early mornings and weekends, knowledge of computer programs such as Microsoft Outlook, Excel and Word. As well as previous experience answering and directing incoming calls and working with cash drawer/register.

TO APPLY: Applications are available at the YMCA at 200 S. A Street or online at www.marshallareaymca.org