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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF LANSING JOB POSTING

### YMCA of Metropolitan Lansing Welcome Center Staff

**General Function:** Responsible for providing excellent service and engagement to all members, guests, and program participants in person and on the phone to ensure the purpose, mission and values of the YMCA are met.

#### **Job Requirements:**

- 18 years of age or older
- Requires a friendly, outgoing, and enthusiastic personality
- Must have strong relationship building skills & excellent communication skills.
- Ability to make and close new sales, and develop relationships with existing members.
- Computer skills a must.
- Promote and represent the mission and core values of the YMCA of Lansing.
- Ability to respond to safety and emergency situations if needed.

#### **Position Responsibilities:**

1. Serves as a role model for members and Y staff by living the YMCA mission, vision and values of the YMCA movement at all times.
2. Creates a culture of member service including a welcoming environment that encourages lifelong YMCA memberships.
3. Monitors building access by properly checking Y membership and class/program participants.
4. Attends all welcome center staff meetings.
5. Be on time, in uniform and exemplify caring, honesty, respect, & responsibility for all assigned shifts.
6. Answers phones, provides exceptional information and excellent customer service, take messages or routes calls to proper person.
7. Process all transactions using Membership software to assist with membership, program registration, and other transactions that arise.
8. Collect and process all fees, issues receipts, practices proper cash handling procedures, and prepare end of shift summary report.
9. Must participate in the Jump Start program within the first month, thus being educated on the importance of Jump Start and how it affects our member retention in the YMCA, and how to register a member for this program at the point of sale.
10. Directs visitors to proper location.
11. Keeps reception and lobby areas clean, orderly and attractive.
12. Handles incidental clerical work and other jobs as assigned by management staff.
13. Provides membership information and facility tours to prospective members, when asked by management staff.
14. Assigns lockers to members and receives payments for all rental lockers if applicable.
15. Helps solve problems when minor incidents and member complaints occur and notify appropriate management personnel.
16. Establishes and maintains good communication with all members, participants, co-workers and supervisor.
17. Actively participates in maintaining all necessary certifications and obtaining association requirement YMCA trainings.
18. Maintains a positive attitude and acts in a professional manner when interacting with members, program participants and other staff at all times.
19. Reports member and guest comments, suggestions, complaints, concerns, and problems to supervisor in a timely manner.

20. Engage with all members, participants, and parents to build strong relationship towards the advancement of the Y
21. Assist in the Annual Campaign as needed
22. Properly fills out membership paperwork using neat & legible handwriting.
23. Take potential members on facility tours using Listen First skills, collecting contact information to properly track tour.
24. Other duties as assigned

**Disclaimers:**

- Must complete successful background screening.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

**Salary:** flexible, part time work schedule with a max of 28 hours a week; \$8.50/hour

**Resumes until:** April 30, 2016 by e-mail only    **Include:** Cover letter, resume, three references.

**Contact:** Amy Stearns, Human Resource Director, [careers@ymcaoflansing.org](mailto:careers@ymcaoflansing.org)