

June 2023

PART TIME

Job Posting Closes: Open until filled



MEMBER SERVICES REPRESENTATIVE – **Night/Weekends**

The REC Center is seeking an experienced and energetic candidate who will be responsible for providing excellent, friendly and courteous service to members and guests in an expedient and accurate manner.

Responsibilities:

- Greets all members/customers in a timely and courteous manner; assists members in proper check-in procedures.
- Provides membership information and assists in registering new members.
- Answers telephone and customer questions; routes inquiries as necessary/appropriate.
- Enters sales transactions for members and participants, including membership and program services.
- Must build relationships among people and pro-actively gain and retain new members.
- Responsible for providing tours and information to perspective new members.
- Responsible for the security of the building to include opening and closing.
- Ensures front desk area is neat and clean.
- Process member paperwork including address changes, member cancellations, new members, and payments.
- Equipment Maintenance/Cleaning/Organizing.
- All other duties as assigned and required.

Qualifications:

- High School diploma required; college preferred.
- Basic computer, math and typing skills.
- CPR/AED and Child Abuse certifications preferred.
- Previous customer service experience highly desirable. Self-starter with ability to work independently.
- Experience working in a multi-cultural setting desirable; bilingual (Spanish/English) capability helpful.
- Must possess excellent communication, listening and interpersonal skills.
- Must possess maturity, sound judgment and the ability to resolve conflicts in a professional manner.
- Individual will be required to build relationships with members and guest.
- Individual must possess management and organizational skills with the ability to multi-task.

Hours:

- Varies
- *Must be able to work afternoon/evening hours as well as weekends.*

We offer an exciting and innovative work environment with an organizational culture committed to serving all members of our community. If you would like to be a member of our dynamic team, please send resume to info@mprecenter.com

EQUAL OPPORTUNITY EMPLOYER
Drug Free Workplace