

We are looking for a responsible, caring, fun, and enthusiastic person to join our front desk team part-time. If you like meeting new people, and making a difference in your community then the Berwick Y is the place for you. Our front desk team delivers excellent service to all members, guests, and program participants. Respond to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the front desk area.

Responsibilities:

- Greet and assist all members, potential members, program participants, and staff in a courteous, professional, and friendly manner
- Builds relationships with members by learning their names and expressing an interest in their YMCA activities
- Assist existing and prospective members regarding their individual membership needs
- Provide membership and program information and requirements accurately and courteously
- Handles and resolves membership concerns
- Ability to communicate and work with other departments

Requirements:

- At least 18 years of age
- Morning Shift, 4:45 am – 11 am, at least 2 days a week
- Basic computer knowledge
- Excellent interpersonal and problem-solving skills
- Previous customer service, sales, or related experience preferred
- Possess strong interpersonal skills relating to all age groups: youth, teens, adults.
- The ability to work well and effectively communicate with a diverse population in a wide variety of situations is required