



JOIN OUR TEAM!

DEPARTMENT /POSITION

Member Services/Service Desk Attendant

NUMBER OF OPENINGS

Multiple

HIRING STATUS

Hiring for fall

POSITION RESPONSIBILITIES

As the first point of contact entering the Y, your most important responsibility is to create a positive impression. This is accomplished by providing superior customer service—the key to which is building relationships. Greet all who enter, using member names, respond to inquiries (walk-in, telephone), handle cash transactions, create membership cards, assist with laundry, maintain front desk environment, and provide administrative support to Member Services and other departments as needed.

PRIMARY QUALIFICATIONS

Skills: You must have previous customer service experience with a stable work history. You must be proficient in the use of software systems. You must be skilled in remembering information and seeking answers when response is unknown.

Competencies: Most important, you must enjoy interacting with people in a busy environment. You must possess an attitude of helpfulness and be able to multitask. Other critical competencies include the ability to consistently and positively interact with customers and coworkers, work effectively with limited supervision, and be a team player. You must have strong communication skills, with the ability to listen first. You must exhibit the Y core values of respect, responsibility, honesty and caring.

Certifications: CPR w/AED and First Aid is a position prerequisite, but you are allowed 90 days post-hire to obtain.

Age: Minimum age is 16

SCHEDULE

Variety of shifts available

WAGE

\$8.00 per hour; Includes fully paid YMCA adult membership.

ABOUT THE Y

At the Y, we work hard but have fun doing it. The Y is about youth development, healthy living and social responsibility—with emphasis on the core values of respect, responsibility, honesty and caring. Employees describe working at the Y as family-friendly, supportive, welcoming, team atmosphere, fast-paced, and meaningful. The Y offers more than just a job; it offers a cause to embrace. We are conveniently located within blocks of Downtown Stevens Point and UW-Stevens Point.

STEVENS POINT AREA YMCA

1000 Division Street, Stevens Point WI 54481

P 715 342 2980 F 715 342 2987 www.spyymca.org

HOW TO APPLY

A fully completed Stevens Point Area YMCA Employment Application is required. If you are a student, a school schedule is also required. Applications are available at the Member Services desk or online at www.spymca.org/employment.

INQUIRIES

Contact Mandy Reeves, Human Resources Director, at mreeves@spymca.org or 715-952-9362.