



OPPORTUNITY AWAITS

MEMBERSHIP SPECIALIST

Part Time

The Fond du Lac Family YMCA is hiring a membership specialist to positively model and reinforce the YMCA's core values and mission statement while promoting and assisting with memberships and program registrations.

RESPONSIBILITIES:

- Delivers excellent service and responds to the needs of all members, guests, and program participants in the Y and on the phone.
- Enters membership and program information.
- Applies all policies dealing with membership sales and terminations.
- Maintains a thorough knowledge of Y programs and events.
- Coordinates with the business office as necessary.
- Supports membership strategies that promote recruitment and retention of members.
- Completes welcome and exit interviews, provides tours, and gives informational assistance to members and guests.
- Handles and resolves member concerns.

REQUIREMENTS:

- Excellent interpersonal and problem solving skills.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Previous customer service, sales or related experience preferred.
- Knowledge of computers and Office Software.

WORK DAYS:

10-20 hours per week; Various shifts available.

WAGE SCALE: \$8.00-\$9.00 per hour

**WORK
AT THE Y!**



HOW TO APPLY

Qualified candidates should email a resume & cover letter to employment@fdlymca.org

**FREE
Y Membership**

**GREAT
COWORKERS**

CAUSE DRIVEN
Work with people passionate about our community.

**FAMILY
ORIENTED**