

Job Title: Part-Time Member Services Representative, YMCA of Middletown, NY

Job Description:

The YMCA of Middletown is looking for a Member Services Representative to work at the Welcome Center. Role is for someone that is friendly, outgoing and has experience and proven success with multi-tasking and problem solving.

Primary Duties Include:

- Providing excellent service to members and guests
- Promoting YMCA Membership and Programs
- Maintaining access control during member and guest check-in
- Answering member phone calls and in-person transactions
- Providing member tours
- Other clerical duties assigned

Shift available:

Mon, Wed & Thurs - **3pm to 10pm**

Friday - **1pm to 8pm**

Saturday - **12 to 6pm**

Flexibility is a must in the event that other shifts in the department need coverage.

Required Experience and Education:

- 2 years or more of Customer Service/Clerical
- High school diploma or equivalent
- Bilingual a plus

Benefits for this position include:

- Retirement*
- 3 paid holidays
- 3 paid sick days
- Free Family Membership to the YMCA of Middletown and all of its branches
- Program discounts
- A fun and family-oriented environment

To Apply:

Please send applications to Carina DeJesus at cd@middletownymca.org

*Please see administration for details and qualifications.