

We are seeking part-time, seasonal Welcome Center Staff. There are afternoon, evening and weekend shifts available.

This position best fits people with a pleasant, service-oriented manner. Duties include but not limited to:

- Greeting and engaging a diverse public face-to-face
- Working varied shifts and days including holidays and weekends
- Communicating effectively to both patrons and team members
- Retaining and paraphrasing information regarding membership, programs and events published in printed material, emails and on the organizations website
- Proficiency in Microsoft Office products and database/point of sale systems
- Answering primary phone line and transferring calls to the appropriate parties
- Providing direct customer service in areas of new member sales, membership renewals and program registration
- Conducting class registrations, new member sales, and point of sale transactions
- Handling cash, check or credit card payments, entering transactions into POS, and issuing a receipt
- Willingness and enthusiasm to take on various administrative tasks as assigned

Benefits include: staff discounts on membership and programs, flexible work schedule and opportunity to work within a great community.