
Welcome Center Team Member

Responsible for all aspects of Welcome Center member services including: membership sales and registration, program registration, inbound phone calls, responding to member questions and concerns and other department communications.

The Welcome Center Service Member must be a team player with an outgoing, friendly personality and strong basic computer skills. Data entry is a plus. Must be able to multi task and remain focused and friendly during high volume periods. Must be able to communicate clearly with our diverse membership, guests and staff. Must be able to respond appropriately during an emergency.

Preferred candidates must be 18 years of age or older and able to work 3 or more shifts per week.

This position requires staff to stand for extended periods of time.

Bi-Lingual applicants encouraged to apply.

Job Type: Part-time

Pay: From \$13.50 per hour