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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Location: **Shelby County YMCA**

Job Title: **Front Desk Receptionist**

Reports to: **Marketing and Membership Director**

GENERAL FUNCTION:

Under the direction of the Front Desk Supervisor, the Front Desk Receptionist is responsible for daily operations at the Reception Desk of the Shelby County Family YMCA.

KNOW HOW:

High School Diploma, GED or Equivalent Training/Experience. General office skills including typing, word processing experience, operation of basic office machines, and good communication skills.

PRINCIPLE RESPONSIBILITIES:

1. Serves the YMCA Members and Program Participants
2. Opens/closes facility as scheduled
3. Answers telephone and gives proper information concerning YMCA Programs and Memberships
4. Is competent in the sale of YMCA Memberships
5. Enrolls class participants for YMCA Programs
6. Checks YMCA Membership Cards for all persons entering the YMCA
7. Reconciles cash box and prints sales activity at the end of shift
8. Stay current with YMCA policies and attends staff meetings
9. Communicates in a positive manner with all YMCA Members and Staff
10. Understands and promotes the YMCA Mission
11. Prepares business communications for Staff as needed
12. Any task deemed necessary for consistent and smooth daily operations

EFFECTS ON END RESULTS:

This position has a primary impact on the over-all effectiveness with which the Shelby County Family YMCA accomplishes the objectives as defined to the Community through:

Quality Customer Service
Staff Cohesiveness
Good Communications

HOW TO APPLY:

Submit resume to Shonda Miller at s.miller@shelbycountyyymca.org