

Member and Guest Services Associate (part-time)

We are seeking a highly motivated individual who will be working at the front desk of the center. This position reports to the Director and Member and Guest Services.

Position Responsibilities:

- Answering the main phone line for the Center, answering questions about Center activities and directing inquiries as needed
- Monitoring access to the Center and distributing guest badges
- Receiving packages and notifying appropriate staff
- Processing transactions
- Entering and verifying data in the database
- Completing other tasks as directed by the Member Services Supervisor.

Position Requirements:

- This position is Monday through Thursday, 26.5 hours per week with potential for more hours.
- This position requires the ability to multi-task and prioritize when faced with several demands at one time.
- Applicants should be dependable and punctual, organized, friendly and able to communicate effectively with members both in person and over the phone.
- Applicants should be proficient in MS Office.
- Experience with a database program is preferred.
- GED or High School Diploma required, some college education preferred.
- 2 years of front desk or customer service experience preferred

Benefits include flexible spending account, paid time off, holidays, 403(b), free membership to our on-site fitness center, indoor/outdoor pools and employee discounts to most Center programs. We are conveniently located near two Metro Red Line stations and have free on-site parking.

To be considered, please email resume, cover letter and salary requirements to jobs@jccgw.org