

The Jewish Community Center of Greater Washington has openings for a full-time and a part-time Greeter. This position reports to the Director of Member and Guest Services.

We are seeking a friendly, punctual and reliable individual who will be working at the greeter's desk. This person may be cross-trained to work at the main front desk of the Center.

Position Responsibilities:

- Monitoring access to the Center and verifying photo identification per the approved procedure
- Distributing guest badges
- Helping to direct members and guests to their destination in the Center
- Verifying data in the database
- Completing other tasks as directed by the Member Services Supervisor

Position Requirements:

- This position may involve working evening and weekend 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 have basic computer skills.
- Experience with a database program is preferred.
- GED or High School Diploma required.
- front desk or customer service experience preferred

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