

## **Member, Guest Services and Greeter**

The Jewish Community Center of Greater Washington has openings for Greeters and Front Desk staff. These positions report to the Associate Membership Director. Located at 6125 Montrose Road in Rockville, this community center is at the heart of Jewish life in Montgomery County, operating a full scale health and fitness center, pre-school, day camp and a variety of education and arts programs. We are seeking highly motivated individuals to serve as the first impression to members and guests at our busy Center.

### **Position Responsibilities:**

- Monitoring access to the Center and verifying photo identification per the approved procedure
- Distributing guest badges
- Answering the main phone line for the Center, answering questions about Center activities and directing inquiries as needed
- Helping to direct members and guests to their destinations in the Center.
- Verifying data in the database
- Completing other tasks as directed by the Associate Membership Director.

### **Position Requirements:**

- Strong customer service and communications skills.
- Availability on weekends and/or evenings is a must.
- Reliability and punctuality.
- Ability to multi-task and prioritize when faced with several demands at one time.
- Applicants should have basic computer skills.
- Experience with a database program is preferred.
- 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](mailto:jobs@jccgw.org)