Mauldin Sports Center Front Desk Membership Services

We are seeking a part-time Front Desk Membership Services individual to join our team.

- Approximately 20 hours per week
- Ability to work nights and weekends required for position
- Ability to bend, squat, lift up to 25-lbs, and stand for long periods essential for position and to assist Floor Monitors and Fit Kids Staff as needed.

As our new Front Desk Team Member you will:

- Perform customer service functions: receive calls and visitors, provide information and assistance regarding programs and activities offered by the Sports Center and Recreation department.
- Welcome and monitor members and guests at front desk check-in.
- Enter programs into Membership and Point-of-Sale systems, use printer and copier.
- Provide assistance with registration of Youth and Adult Recreation programs, process payments and receipts
- Have knowledge of group fitness classes and fitness floor equipment to answer questions and encourage participation.
- Enforce Mauldin Sports Center policies.
- Maintain the professional appearance of the front desk, lobby and other areas of the Sports Center. This includes vacuuming, sweeping, dusting, cleaning counters and windows. Making coffee, monitoring coffee supplies, cleaning/clearing coffee pots.
- Assist Floor Monitors and Fit Kids Staff as needed.
- Perform other duties and tasks assigned by supervisor

Supervision

Employee works under the general supervision of the Membership Coordinator. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. New or unusual assignments are explained by the supervisor, including suggested work methods.

Education and Experience

- A candidate for this position should have a high school diploma or GED.
- Strong keyboard skills, knowledge and experience with MS Windows Word and Excel programs
- Work effectively with the public