**Mauldin Sports Center Front Desk Monitor**

We are seeking a part-time **Front Desk Staff Member** to join our team.

Approximately 20 hours per week

**As our new Front Desk Team Member, you will:**

* Man the Front Desk and assist members in checking in, supplying towels and helping new members sign up for membership
* Take monthly membership fees and enter information in computer system.
* Enforce Mauldin Sports Center policies.
* Maintain daily logs of members entering the building.
* Respond to Members’ concerns and suggestions in a timely and professional manner.
* Need a hardworking, dependable, self-starter who is eager to work and has knowledge of fitness. Ability to lift heavy weights and do physical work.
* Ability to work nights and weekends required for position.
* Report to Fitness & Wellness Director

**Qualifications**

**Required Qualifications:**

Previous health club or hospitality experience preferred or current enrollment in Exercise Science, Health promotions or Personal Training Certification course

**Preferred Qualifications:**

CPR/AED certifications must be current or obtained within the first 60 days of hire

Outgoing personality and excellent communication skills

Superior customer services skills