



JOIN OUR TEAM!

STEVENS POINT AREA YMCA 1000 Division Street • Stevens Point, WI 54481 P 715 342 2980 F 715 342 2987

POSITION

Service Desk Attendant

DEPARTMENT

Member Services

NUMBER OF OPENINGS

Multiple

HIRING STATUS

Immediate

POSITION RESPONSIBILITIES

As the first point of contact entering the Y, your most important responsibility is to create a positive impression. This is accomplished by providing superior customer service—the key to which is building relationships. Greet all who enter, using member names, respond to inquiries (walk-in, telephone), handle cash transactions, create membership cards, assist with laundry, maintain front desk environment, and provide administrative support to Member Services and other departments as needed.

PRIMARY QUALIFICATIONS

Skills: You must have previous customer service experience with a stable work history. You must be proficient in the use of software systems. You must be skilled in remembering information and seeking answers when response is unknown.

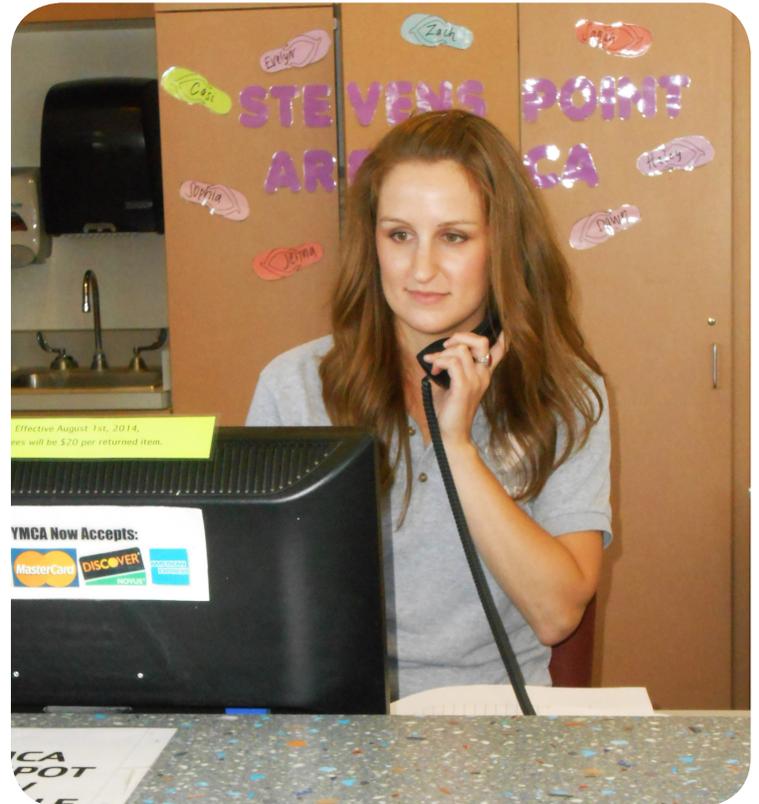
Competencies: Most important, you must enjoy interacting with people in a busy environment. You must possess an attitude of helpfulness and be able to multitask. Other critical competencies include the ability to consistently and positively interact with customers and coworkers, work effectively with limited supervision, and be a team player. You must have strong communication skills, with the ability to listen first. You must exhibit the Y core values of respect, responsibility, honesty and caring.

SCHEDULE

Variety of shifts available

BENEFITS

Includes fully-paid Y adult membership. On-site free child care available.



ABOUT THE Y

At the Y we work hard but have fun doing it. Words that our employees have used to describe the Y work environment: sense of belonging, camaraderie, family-friendly, supportive, welcoming, team atmosphere, fast-paced, meaningful, energetic. The Y is about youth development, healthy living and social responsibility, with emphasis on the core values of respect, responsibility, honesty and caring. The Y offers more than just a job—it offers a cause to embrace. We are conveniently located in central Stevens Point within blocks of the University.

HOW TO APPLY

A fully completed Stevens Point Area YMCA Employment Application is required.

If you are a student, a school schedule is also required.

Application is available on-line at

www.spyymca.org/employment/

INQUIRIES

Contact Uyvonne Schneider, Employment Specialist, at uschneider@spyymca.org or 715 952 9374.