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Department	Member Services
Job Title	Welcome Center Associate
Reports To	Member Services Director
Job Description	Using the highest level of customer service, you will provide members and future members information about the Y; provide tours to future members; answer questions about programs and memberships; register for memberships and programs; answer phones.
Location	1225 West Lafayette Street, Easton, PA 18042
Hours Per Week	Up to 29 hours – Days/Nights and Weekends are required.
Status	Part-time
Educational Requirements or Experience Required	High School Diploma Computer Knowledge At least 1 year in Customer Service preferred (Bilingual-Spanish-preferred)
Respond To	Please email the Greater Valley Y Employment Application to: jillagosta@gv-ymca.org or submit to Welcome Center. Open until the job is filled.
Date Posted	November 22, 2019

Equal Opportunity Employer

GREATER VALLEY YMCA, EASTON / PHILLIPSBURG BRANCH
1225 W Lafayette Street, Easton PA 18042
(P) 610 258 6158 (W) gv-ymca.org