



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Posting

Position: Member Service Desk Attendant

General Description: The Kenosha YMCA is seeking a desk attendant for opening, weekdays and weekends. The desk attendant is responsible for customer service, operating a computer for membership sign-ups and class & program registrations, maintaining and balancing a cash drawer. In addition, you would need to be aware of all rules and regulations of the organization and maintain a basic knowledge of all activities, programs and special events and be able to communicate this information accurately. You would also be the initial contact person in case of an emergency. This is a part-time position.

Experience/education:

- Must have a high school diploma or equivalent
- Minimum age 18
- Customer service experience preferred
- Some computer skills required
- Clean background check at level to work with children

Salary: \$7.50/hour to start

Benefits:

- Discount on Y programs
- Single membership

How to apply:

Pick up an application at the Kenosha YMCA, 7101 53rd Street; leave it with the desk staff. Resumes are also acceptable, please include cover letter. You may also e-mail directly to contact.

Contact information:

Jill Scholey
Member Service Desk Coordinator
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Kenosha, WI 53144
E-mail: jscholey@kenoshaymca.org

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The Kenosha YMCA (Young Men's Christian Association) is a 501(c)(3) charitable organization under the Internal Revenue Code, thereby qualifying for maximum deductibility. An audit report will be provided upon request.

