



## SANTA MARIA VALLEY YMCA JOB DESCRIPTION

Job Title: Membership Services Representative

Status: Non-Exempt, Part-Time – Days and Hours Vary

Benefits: Free Adult Membership (valued at \$514 per year), Paid Sick Leave and other benefits as outlined in the Employee Handbook.

Reports to: Director of Membership Services

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### POSITION SUMMARY:

Delivers excellent service to all members, guests, and program participants. Responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the lobby area.

### ESSENTIAL FUNCTIONS:

1. Provides excellent service to members, guests, and program participants in the Y and on the phone, contributing to member retention.
2. Markets and promotes memberships. Conducts interviews and tours responsive to the needs of prospective members.
3. Communicates effectively with supervisor and other departments.
4. Builds relationships with members; helps members connect with one another and the YMCA.
5. Handles and resolves membership concerns.
6. Applies all YMCA policies dealing with member services.
7. Completes membership department projects as directed.
8. Monitor facility and do rounds in the evening.
9. Other duties as directed.

### YMCA COMPETENCIES (Leader):

***Mission Advancement:*** Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

***Collaboration:*** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

***Operational Effectiveness:*** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

***Personal Growth:*** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### QUALIFICATIONS:

1. Committed to the YMCA Mission and Values
2. Strong organizational and communication skills, must have a positive attitude
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. Bilingual (Spanish) applicants encouraged.
5. Ability to work in a fast-paced environment.
6. Positive and professional personality.
7. Above average personal and telephone communication skills.
8. Must be self-reliant and responsible.