



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# CHANGE LIVES, INCLUDING YOUR OWN WITH A CAREER AT THE YMCA

## NOW HIRING Welcome Center Staff –Sturgeon Bay

The Door County YMCA has part-time opportunities to touch the lives of almost 50% of the people of the Door County community...become a part of our Welcome Center Staff!

Welcome Center Staff are communication extraordinaire! They are the face of the YMCA and vital to its success. Welcome Center staff is charged with providing the BEST member service possible to both attract and retain members and guests to the organization. Main functions include, selling and processing memberships, completing program registrations, answering questions via phone, email, and in-person, building relationships with and among members, and providing general office support. If you want to be "in the know", this is the position for you!

### KEY QUALIFICATIONS

Successful candidates will be outgoing, self-starters who possesses strong customer service and computer skills, great organization, and a desire to help people adopt a healthier way of life. Welcome Center staff is responsible for membership and program recruitment and enrollment, daily cash transactions, and provide knowledgeable service for members and visitors with questions and concerns. This person must be able to thrive in a fast-past work environment, work with people of all ages, and multi-task...all while keeping a smile on their face. Experience in Microsoft Office and basic office equipment is necessary.

### DETAILS

Welcome Center Staff are currently needed in our Sturgeon Bay Program Center location. Starting pay range will be \$8-8.50/hour, depending on experience. Open shifts include evenings and rotating weekends. Applicants must be at least 18 years old; must have the ability to stand, sit and walk for long periods of time and lift 20 pounds on an irregular basis. Free YMCA membership is included.

Full job descriptions can be found on the YMCA website, [www.doorcountyyymca.org](http://www.doorcountyyymca.org)

### Interested applicants can apply by submitting resume and references to:

Sherri Dantoin, VP Administration  
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