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NOW HIRING Welcome Center Coordinator –Sturgeon Bay

The Door County YMCA is seeking a Welcome Center Coordinator to develop and support the heart of the Sturgeon Bay Program Center. The Welcome Center Coordinator will supervise the Sturgeon Bay Welcome Center staff and lead internal communication to and from members and guests. This individual will be a catalyst in creating a welcoming environment, sharing the YMCA story, and providing exceptional member service.

KEY QUALIFICATIONS

The ideal Welcome Center Coordinator will be an enthusiastic, friendly and conscientious leader able to build relationships with members and staff throughout the organization. An Associate's degree, or higher, in business administration or other related field is necessary, along with two or more years of experience in customer service. Excellent verbal and written skills are essential, as well as experience working with computer software (Office Suite, Email, membership software, etc.). Advanced organizational skills and the ability to work as a member of a team and with staff and volunteers are key elements of the position. The Welcome Center Coordinator must understand the importance of exceptional customer service and be able to structure resources around those standards.

DETAILS

The Welcome Center Coordinator position is a full-time, exempt position, located in our Sturgeon Bay Program Center; regular work and communication among all YMCA locations is expected. Starting pay will be \$28,000-31,000, commensurate with experience; full benefit package including health, life and disability insurance, vacation and sick pay, and retirement upon qualification, and free YMCA membership. Position includes the need to be physically active, including walking, bending, reaching, pushing and lifting 20-25 pounds on a regular basis.

Full job descriptions can be found on the YMCA website, www.DoorCountyYMCA.org.

Interested applicants can apply by submitting resume and references **BY AUGUST 7, 2017 :**

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