

Member Services Associate (Part Time)

If you genuinely enjoy engaging with people, you may be the ideal candidate for this exciting role! Are you recently retired, but looking for a part time role to become more engaged in your community? Are you a new parent hoping to transition back into the workplace? Have others commented to you that you are a people-person? If so, this might be the perfect opportunity!

Job Summary

The Member Services Associate serves as the face of the JCCMW to the community. Your role will be to serve as a resource of information, provide a warm welcome and sign people up for membership and programs.

This role is part time (~20 hours per week). Some weekend availability is preferred, but not required. Specific days can be flexible.

Specific responsibilities in this role:

- Serve as the initial point of contact at the JCCMW and ensure high quality, professional interactions with all community members.
- Understand the many programs of the JCCMW and be able to articulate those to community members, as well as the benefits of the many offerings.
- Facilitate registration for all JCCMW programs (Nursery school, Gala, Swim, Gymnastics, Summer Camp, Fitness Memberships, one off events, etc.)
- Conduct tours of our 75,000 square foot facility
- Respond to inquiries within 48 hours.

Skills, Education and Experience

- Excellent communication skills
- Ability to maintain a friendly, enthusiastic, and positive attitude
- Strong computer skills, as registration occurs via an online database (specific training related to this software can be taught).

Physical Requirements

The physical demands must be met by an employee to successfully perform the essential functions of this job and include movement within an office environment. The role requires the ability to write by hand and use a keyboard to perform general office functions. Also requires the ability to communicate by speech and hearing continuously. Visual acuity is needed for detailed work, and computer use. The ability to sit for extended periods of time as well as climb stairs, stand and walk are also required.

JCCMW is a non-profit organization dedicated to enriching the community by providing cultural, social, educational, recreational/fitness programs, human services and Jewish identity-building opportunities to people of all ages and backgrounds. JCCMW programs serve people through all stages of life: young children, teens, adults, and seniors. JCCMW has served the greater Westchester community since 1955 and is located on the border of New Rochelle, NY and Scarsdale, NY. This dynamic, engaging community center serves over 15,000 people each year.

Salary \$23-\$25 an hour

The JCC of Mid-Westchester is an equal opportunity employer. The position is open to all and we do not discriminate on the basis of age, race, religion, gender, sexual orientation, color, disability, protected veteran status, gender identity/expression, national origin or any category protected by applicable law