

Welcome Desk Volunteer Greeter

GENERAL FUNCTION:

Under the guidance of the Membership Director, or Membership Coordinator, a Welcome Desk Volunteer Greeter helps YMCA members and participants check-in at the Welcome Desk.

Greets everyone by using names whenever possible; extends thanks whenever appropriate; makes relationship building a priority at all times. The Position is responsible for ensuring that the mission, purpose, image and core values of the YMCA is conveyed.

QUALIFICATIONS:

The minimum age requirement for this position is 16 years of age. The applicant must possess strong interpersonal and communication skills and have the ability to listen and discern members & guests wants needs and interests. The individual must be able to work effectively with diverse populations and must be responsible and reliable.

PRINCIPLE ACTIVITIES:

The member relations aspect of this position requires that relationship building be a priority at all times, attending to the needs and requests of health seekers, members, and all people within the YMCA in a courteous and friendly manner. Acknowledges everyone who comes in and out of the building. Learns participants (parents & child's) and member's names and uses them frequently. Introduces participants/members to other participants/members and staff.