



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

YMCA OF NORTHWEST NORTH CAROLINA JOB VACANCY LISTING

MEMBERSHIP SPECIALIST

Brief Description:

The Membership Specialist must be a motivated staff member, with excellent communication and organizational skills. The Membership Specialist will participate in the implementation of member services and retention programs to ensure member satisfaction and reductions in member cancellations. Additional responsibilities will include member tours, follow-up, sales and other duties as needed.

Branch:	Kernersville Family YMCA		
Hours:	5:30pm-9:30pm		
Days:	Monday-Thursday (must be able to work weekends, including Sunday, and evenings)		
Status:	Part-time; Non-exempt		
	Minimum	Mid Point	Maximum
Starting Salary:	\$7.75	\$8.50	\$10.00
	(Starting salary will be based on experience)		
Reports to:	Membership Director		

Qualifications:

- Excellent customer service skills
- Strong verbal and written communication skills
- Excellent computer data entry skills
- Proficient in using Microsoft Office
- Bi-lingual a plus
- YMCA mission driven

Submit Application or Resume to:

John Jonczak
1113 W. Mountain St
Kernersville, NC 27284
Phone 336-996-2231/ Fax 336-996-8605
j.jonczak@ymcanwnc.org

Cut-off date for applying for this position is: 03/08/2012