



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PART-TIME WELCOME CENTER JOB OPPORTUNITY



The Norfolk Family YMCA is looking for a few friendly enthusiastic individuals for the Welcome Center. All the shifts are part time and you **MUST** be able to work weekends. The morning opening person would be responsible for making sure the YMCA is open on time everyday. Everyone is responsible for greeting people, answering phones, giving tours, selling memberships, registering for programs, and any other clerical work that may be needed.

Skill Requirements

Always smiling, resourceful, strong communication skills, great phone etiquette and computer skills.

Hours Available (Flexible Scheduling)

Start Date: ASAP

Monday-Friday 4:30am-8:15am

Monday-Friday (Vary) 5pm-8pm or 5pm-10pm

Weekends (Vary) Saturday 7am-2pm or 2pm-9pm; Sunday 11am-7pm

Contact

Donita Summers, Welcome Center Manager

welcome@norfolkymca.org

402-371-9770, ext. 39

Applications are available at the YMCA or on our website. **Submit application by Friday, December 22, 2017 or ASAP.**

Resumes encouraged.

Norfolk Family YMCA

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Norfolk, NE 68701

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