

The Severna Park Community Center (SPCC) is looking for an extraordinary **Part Time Front Desk Associate** to join a growing nonprofit organization working to provide a space for the community to gather, play, grow, and thrive!

As a member of our front desk team, you will be the **FIRST** person to greet our guests! Your smile and ability to answer questions, help guests register for programs, and provide a warm welcome is why we need you.

If you're the kind of person who loves customer service, loves interacting with all ages (from littles to seniors!), and if you love working where there's always something going on – this might be the job for you!

Our ideal candidate will have a friendly and positive personality, be perceptive of our guests' needs, and be fully customer-oriented. He/she will also need to be able to use a computer to invoice customers and process payments.

As a member of the SPCC team, you'll enjoy excellent benefits like free swim time, free gym time, and so much more. If you're looking for a new job opportunity in a fun setting and you want to be a part of a great team where your experience will be appreciated and celebrated, apply today. We can't wait to meet you!

Pay: \$17.00

Schedule: Approximately 18 - 25 hours / Evenings & Weekends
Typical Shift: Wednesday 1:00 pm- 9:00 pm; Saturday 1:00 pm – 9:00 pm;
Sunday 1:00 pm to 6:00 pm

Responsibilities:

- Greet and welcome guests in a friendly and professional manner.
- Provide accurate program and facility information, registration support, timely account care, and more.
- Communicate effectively with guests and staff both orally and in writing within established communication procedures and guidelines.
- Accurately manage daily cash, check, and credit transactions, reports, and reconciliations.
- Act as an ambassador for the center, responding to guest concerns promptly and working with the team to promote appropriate solutions.
- As a member of a team, provide assistance to other departmental staff as needed.

Qualifications:

- High school diploma or G.E.D.
- Strong attention to detail and multitasking ability
- Problem solving skills
- Basic computer and scheduling software skills /EZ Facility a plus
- Customer service experience preferred
- Excellent communication and interpersonal skills
- Dependable and punctual

To apply for this position, please send your resume and a brief note on why you'd be a great fit to hr@spcommunitycenter.org.