

Excellent interpersonal and problem solving skills
Ability to relate and communicate effectively with the public
Strong attention to detail and multi-tasking
Must be proficient in use of PC and eagerness to quickly learn membership programming software

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.

The employee frequently is required to sit and reach, and must be able to move around the work environment.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

The noise level in the work environment is usually moderate.

Must obtain CPR and First Aid certifications within the first 30 days.

SIGNATURE:

I have reviewed and understand this job description.
