

# **JOB** OPENING

## RECREATION DIVISION - RIVERPLEX

# **MEMBERSHIP SALES ASSOCIATE**

POSITION: PART TIME / \$12.00 - \$13.00 PER HOUR, AVERAGE OF 20 – 24 HOURS PER WEEK

### **RESPONSIBILITIES**

- Greeting all customers in a warm and friendly manner.
- Answering phone calls in a friendly manner.
- Conducting tours of the facility to potential members.
- Recruiting, enrolling, and orienting new members.
- Being knowledgeable of all center activities.
- Assisting in selling memberships and programs.
- Booking appointments for scholarship memberships.
- Selling and updating any new memberships or current memberships within the fitness facility.
- Following all safety procedures that pertain to the duties performed.
- Performing all other duties as assigned.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- Experience in customer service and sales preferred.
- High school diploma or equivalent; some college preferred.
- Basic understanding of sales principles.
- Knowledge and experience in customer service.
- Computer skills and proficiency in Microsoft Office.
- Excellent communication and organizational skills.
- Ability to work with data entry, computer functions, and phone follow-ups.
- Ability to multitask and work independently in a fast-paced team environment.
- Ability to work flexible shifts.

### **OTHER**

- Under the general supervision of the Membership Services Coordinator.
- While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

