

## **Greeter**

We're accepting applications for full-time and part-time Greeter positions, all hours. We are seeking highly motivated individuals to serve as the first impression to members and guests at our Center.

### **Position Responsibilities:**

- Monitoring access to the Center and verifying photo identification per the approved procedure
- Distributing guest badges
- Answering the main phone line for the Center, answering questions about Center activities and directing inquiries as needed
- Helping to direct members and guests to their destinations in the Center.
- Verifying data in the database
- Completing other tasks as assigned.

Candidates need strong customer service and communications skills, must be reliable and punctual, have basic computer skills with experience in database programs, and have the ability to effectively multi-task in a busy environment. The center is open extended hours 7 days a week, so availability to work weekends and evenings is beneficial.

To be considered, please email resume, cover letter and salary requirements to [jobs@jccgw.org](mailto:jobs@jccgw.org)