



STUDENT JOB DESCRIPTION

JOB TITLE: YMCA Front Desk Assistant

WORK AREA: YMCA

HOURS: 10-20 per week

TYPICAL WORK HOURS Daytime Evening Weekends
(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Member registration; program registration;, notify members and potential members of program details.

QUALIFICATIONS: Must have the physical, visual and auditory ability to perform general tasks, must be able to multi-task, excellent computer skills, attention to detail, excellent customer service skills, ability to communicate various membership categories and payment options, must communication positively and effectively with children, parents and co-workers, must promote positive image of YMCA.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?
 Yes No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: \$13.00 per hour

NUMBER OF STUDENTS NEEDED:

 1 Academic Year Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Rebekah Skogen, Minnesota West & Kris Hohensee, YMCA

Location: YMCA

Phone: 507-223-1330

Email Address: Rebekah.skogen@mnwest.edu

Off Campus Positions:

Department: YMCA

Mailing Address: 1501 Collegeway, Worthington, MN 56187

Start Date: ASAP