



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## STAUNTON-AUGUSTA FAMILY YMCA JOB DESCRIPTION

Job Title:	<b>Membership Representative/Admin. Asst.</b>	Job Code:	H-4
FLSA Status:	Hourly	Job Grade:	\$9.26-\$12.00/hr.
Status:	Full time	Department:	Member Services
Reports to:	Associate Executive Director	Revision Date:	October 2018

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Delivers excellent service to all members, guests, and program participants. Responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the lobby area. Supports the Association by helping with administrative and finance tasks.

### ESSENTIAL FUNCTIONS:

1. Provides excellent service to members, guests, and program participants in the Y.
2. Responds to all members' needs and concerns.
3. Builds relationships with members; helps members connect with one another and the YMCA.
4. Handles and resolves any and all concerns and informs supervisor of unusual situations or unresolved issues.
5. Applies all YMCA policies dealing with member services.
6. Adheres to all policies, guidelines, rules, and best practices as outlined by the Staunton-Augusta Family YMCA or directed by supervisor.
7. Completes regular walk-throughs of facility, constantly engaging with staff and members.
8. Performs assigned supervisory or administrative functions as assigned by the Associate Executive Director or CEO. Locks down building at closing hours ensuring that all members are out of the building and all doors are locked and secured.
9. Assist in all areas as assigned.

### YMCA COMPETENCIES (Leader):

**Mission Advancement:** Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal

feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### QUALIFICATIONS:

1. Certifications required within 30 days of hire: CPR/AED, and First Aid.
2. Excellent interpersonal and problem solving skills.
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community
4. Previous customer service, sales, administrative or related experience.
5. Basic knowledge of computers.

### 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.
- Hours of Work:
  - Tues. – Thurs.: 2:00 – 10:15 p.m.
  - Fri.: 2:00 – 9:15 p.m.
  - Sat.: 12:00 – 7:15 p.m.
    - Additional times for staff meetings and special events.