

Neighborhood Club Position Description



Position: Front Desk Staff, Part-time

Job Location: 17150 Waterloo, Grosse Pointe MI, 48230

Eligible for membership pending 30 days of employment

Application Deadline: Position(s) open until filled.

Please send Neighborhood Club application to katie@neighborhoodclub.org.

The Neighborhood Club is a non-profit servicing the Grosse Pointe communities (service population of approximately 50,000) since 1911. The Neighborhood Club operates a new Recreation and Wellness Center that opened in January 2013. The 48,051 square foot facility has a fitness center, fitness studio, gymnasium, indoor pool, locker rooms, preschool, multi-purpose community room, rowing/fitness room, Sports Enhancement Center, and two training/conference rooms. Beaumont Health System is a long-term tenant in the facility occupying approximately 25% of the building space providing adult physical therapy and services for children with special needs.

Job Description

Front off staff with positive customer service skills and multi-tasking ability. General office tasks including registration and record keeping, answer phone, greet visitors and provide information and assistance. Hours are as followed: Monday-Friday 4:45-9 am, Thursdays 4:30-10 pm, Saturdays 6:45 am-12:30 pm, 12:30-6 pm, Sundays 7:45 am-12 pm, 12-5 pm. Must be flexible.

Requirements

- Must pass a background check as conducted by Neighborhood Club staff.

The qualifications and descriptions as listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other related selection or promotional criteria.

The Neighborhood Club is an Equal Opportunity Employee