

Member Service Representative

Holland Township – Riegel Ridge Community Center

Location: 910 Milford Warren Glen Rd, Milford, NJ 08848

Riegel Ridge Community Center offers a wide variety of seasonal and yearly programs for all ages and types of individuals. We believe in providing a safe and positive environment for families. Our programs are designed to build skills as well as friendships. Riegel Ridge Summer Camp is one of our biggest and most successful programs.

Work Hours: Four days per week 9 AM – 5 PM

Job Description:

Are you able to provide an outstanding customer service experience within a mission-driven, health and wellness environment? Are you effective in organizing systems and motivating others?

Under the direction and supervision of the Director, The RRCC is seeking a part-time Member Service Representative. This individual will be responsible for developing and executing efficient processes and procedures, leading tours to perspective members, and helping to ensure overall membership goals are met.

Qualifications:

- Must be at least 18 years of age
- At least one year experience in supervision, customer service, education or equivalent
- Demonstrated leadership, dependability & flexible in work hours
- Complete first aid/CPR certification within first 30 days of hire
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Excellent organizational, writing, and verbal communication skills
- Maintains accurate files and records
- Successful clearance of background check
- Knowledge of Microsoft Word/Excel/Publisher/Power Point

Essential Functions

- Answer phones and relay messages to the Director in a courteous and timely manner
- Data Entry
- Summer Camp Registration
- Maintain accurate health history for all summer campers
- Assist Director in maintaining accurate supply records
- Write thank you cards for memberships
- Mail monthly renewal letters
- Prepares, enter, and process reports for Daxko operations

- General clerical duties: answering phones, managing paperwork, ordering office supplies, copying and filing
- Other duties as assigned by the director

How to Apply:

Apply by email

Jessica Neglia Director@riegelridgecc.org

Resumes accepted until position filled