

Neighborhood Club Front Office Staff Position Description

Position: Front Desk Staff, Part-time

Compensation: \$12.50/hour

Eligible for membership pending 30 days of employment

Start date: August 1st

Please send or drop off Neighborhood Club application to Katie Cotzias,
Office Manager: katie@neighborhoodclub.org.

Job Description

We are looking for a fun, outgoing and enthusiastic person who enjoys helping others. Support customers with registration and record keeping, answer phone, greet visitors and provide information and assistance. Great part time opportunity for a college student or retiree! Membership included!

1) Morning shift: Monday, Wednesday, Friday 4:45am - 9:00am

2) Morning shift: Tuesday, Thursday 4:45am - 9:00am

Requirements: must be 18+