

**Position Title:** Family Center Welcome Desk Clerk

**07/29/2025**

**Reports to:** Guest Services Coordinator

**Status:** Exempt

**Primary Function:** Welcomes guest upon entering Family Center. This includes educational, spiritual, recreational, and social needs.

**Major Position Responsibilities:**

The Welcome Desk Clerk must be knowledgeable of all areas of the building as well as what is offered within the Family Center.

- Coordinates early operating and opening hours of the Family Center building.
  - Start up computer for member login.
  - Concession for guest in welcome room.
  - Unlock front doors.
  - Power up TVs in Wellness center and walking track.
- Periodically evaluates the Family Center for overall effectiveness through review and establishment of operation.
- May be asked to represent the Family Center at meetings and conferences when it affects the operation or to provide knowledge as it relates to the status of the facility.
- Acts as the liaison in coordinating all incoming morning deliveries.

**Knowledge, Skills and Abilities:**

- Basic knowledge of computers.
- Good facilitation and organization skills.
- Ability to maintain public relation skills.
- Comprehensive knowledge of promoting, coordinating, and administering to recreational, educational, spiritual, and other programs.
- Ability to work with members and coordinate their log ins / membership status upon entering the building.
- Ability to express oneself both orally and in writing.

**The above does not necessarily include all the duties or responsibilities associated with this position.**