

EMPLOYMENT OPPORTUNITY



Assistant in Management/Receptionist

Imagine going to work knowing that what you do each day positively influences the lives of the people in your community. Working at the Licking County Family YMCA, you'll discover more than a job—you will have an opportunity to make a lasting difference in the Licking County community.

The **Assistant in Management/Receptionist** is responsible for providing excellent, timely and courteous customer service to all members, guests and program participants. In addition to enrolling new members and registering program participants, the Assistant in Management/Receptionist handles and resolves Child Care program concerns.

This is a part-time, entry-level position at our Newark Branch. The ideal candidate must be able to work weekdays and occasionally cover other shifts as needed.

Requirements:

- High school diploma and at least two years of related experience and/or training
- Previous demonstrated experience working with children and diverse populations.
- Knowledge of word processing, spreadsheet and database programs.
- CPR, First Aid, AED and O2 certifications must be obtained within 90 days.
- Must keep certifications current throughout employment.

Submit completed application or resume to the Licking County Family YMCA Human Resources Department, 470 West Church Street, Newark, Ohio 43055 or michele.daugherty@lcfymca.org. Applications can be obtained in person during normal business hours or at www.lcfymca.org.