

RECEPTION TEAM MEMBER

The Kaplen JCC on the Palisades is a 501c3 not for profit social service agency serving Tenafly, NJ and surrounding areas. Among the largest JCCs in North America with an operating budget of \$22 million, 150 full time and 300+ part time staff, the Kaplen JCC operates 22 business units and offers over 350 activities weekly serving more than 5,000 people per day. Deeply rooted in Jewish values and tradition, the Kaplen JCC on the Palisades is a vibrant home for the Jewish People that welcomes all and cultivates the social, intellectual, physical and spiritual well-being of the entire community. Our 185,000 square foot building plus acres of outside grounds feature two fitness centers, an indoor and outdoor aquatics center, group exercise, spin and pilates studios, two gymnasiums, tennis and racquet courts, indoor track, a luxurious spa, multiple playgrounds and fields and so much more. The JCC is proud to offer extensive, high quality programs and services to youth and adults of all ages and of all needs.

Reception Team Member:

As a member of the Experience Team, a Reception Team Members' goal is to facilitate an exceptional experience for the JCC Community. Rooted in our values of Kindness, Positivity, Respect, and Wellness, the Reception Team Member will bring these values to life through each guest interaction and by completing their job responsibilities with enthusiasm and a dedication to excellence.

Responsibilities include:

Creating an Exceptional Member Experience:

- Manage/maintain the desks in a clean and presentable form
- Offer members assistance, greetings, servicing, and anticipating needs
- Signing members up for various programs
- Processing financials transactions
- Create a welcoming environment

Required Qualifications:

- Ability to work various shifts, including Sundays and holidays
- Capable of a high degree of multitasking
- Comfortable with data entry
- Proficient with Microsoft word
- Prior experience in face to face customer service field

Job Type:

Part Time

Please send your resume to dzeppieri@jccotp.org