

**YMCA OF GREENSBORO
FULL-TIME VACANCY LIST
MAY 15, 2017**

Position: Membership Director **Branch:** Bryan
Supervised by: Executive Director

Job Summary: The Bryan Family YMCA is currently seeking a highly motivated, mission driven, team player to serve as Membership Director. Our new Membership Director will be responsible for the overall direction and supervision of the Membership Department. The chosen professional will help take our membership to the next level through innovative ideas, communication of the Y mission, developing and maintaining positive relationships with members, volunteers and community leaders. Responsibilities include hiring, training, scheduling, and supervising of staff. Securing and maintaining facilities and equipment within the membership service areas and serving as a liaison with designated collaborative partners to ensure the best service to the membership and the partnership.

Minimum qualifications: Bachelor's Degree or minimum of one year related experience or the equivalent combination of education and experience. In addition, the successful candidate must possess strong oral and written communication skills as well as computer, financial management, organizational, and supervisory skills. Proven problem solving ability and time management skills are required.

Preferred qualifications: 3 to 5 years of customer service and 3 to 4 years supervision experience are preferred. Member relations/customer service, problem solver/complaint resolution, and budget experience are desired.

Regular Hours: Vary

Nights or weekends? Seldom/Never Occasionally Frequently

Date Posted: 05/15/17 **Closing Date:** 05/31/17

Starting Salary Range: \$33,500 – \$37,500

Forward resume to: David Heggie, Executive Director, Bryan Family YMCA, david.heggie@ymcagreensboro.org. Internal candidates should submit their cover letter, résumé, and three references via e-mail only. External candidates should complete the YMCA of Greensboro employment application and the Disclosure Authorization and Release available at www.ymcagreensboro.org and provide a cover letter, résumé, and three references.

To apply for a posted position, interested employees should forward a resume to the designated contact person for the specific position. The contact person will notify all applicants (internal and external) of their status as soon as a decision can be reached.