



## **FRONT DESK COORDINATOR JOB SUMMARY**

The Aspen Racquet Club in Wooster, Ohio is looking for a Front Desk Coordinator to add to our first class organization. The club is expected to open in the winter of 2017 and will feature six cushioned tennis courts, well-appointed locker rooms, a pro-shop, and a mezzanine level observation deck as well as a small fitness center for members. The Front Desk Coordinator will be directly reporting to the Director of Tennis.

### **Position Summary**

As an integral part of the member services team, our Front Desk Coordinator will be a friendly and attentive professional who strives to delight our members and guests by:

- Welcoming individuals who enter the club in a warm and pleasant manner
- Assisting with program registration, payment processing, and scheduling club services
- Helping with the pro-shop management
- Assisting Director of Tennis or other teaching professionals as needed
- Handling check-ins, addressing questions and resolving customer issues appropriately
- Maintaining the cleanliness of the facility to contribute to an exceptional facility experience

### **Our Front Desk Coordinator will:**

- Have a friendly, outgoing personality
- Demonstrate strong customer service skills and enjoy serving others
- Have the ability to work gracefully and quickly under pressure
- Work well in a collaborative team environment
- Be highly organized and efficient
- Have excellent communication and computer skills

### **Compensation and benefits**

This could be a full-time or a part time position with a competitive compensation/benefits package commensurate with qualifications and experience.

If interested, please contact the Aspen Racquet Club by submitting a cover letter and resume to the following email address: [jobs@arcwooster.com](mailto:jobs@arcwooster.com).

**Aspen Racquet Club is an Equal Opportunity Employer.**