



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Salinas Community YMCA has an opening for a Membership Associate. The Membership Associate will be responsible for computer data entry, answering phones, greeting the public and groups using the facility, handling and receipting of money, opening and sorting mail, filing and providing general support as needed. All functions are performed in accordance with Central Coast YMCA policies and bylaws.

Qualifications: Must be at least 18 years of age, high school diploma or GED or completed high school equivalency; one year related experience and/or training in related field with emphasis on office and clerical skills. Ability to apply basic mathematical concepts, knowledge of computer software such as Excel and Word, ability to effectively present information and respond to questions from supervisors, coworkers, volunteers, members, donors and the general public and attention to detail and accuracy a must. Bi-lingual: English and Spanish. Must pass a criminal background check.

This is a part-time position, Monday through Friday and some weekends. Pay rate starting at \$10.00 per hour.

To apply: Applications are available on our website www.centralcoastymca.org or at the Salinas Community YMCA, 117 Clay St., Salinas. You can also email your resume to Mayra Yerena, Membership Director at myerena@ymcacentralcoast.org.

We are an equal opportunity employer.