



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARKVIEW HUNTINGTON FAMILY YMCA

Job Title: **Member Services Weekend Lead**

Job Code: (0101)

FLSA Status: Part-time

Reports to: Member Services Director

Revision Date: 02/20/2026

POSITION SUMMARY:

The Member Services Weekend Lead will impact and engage YMCA and community members in the areas of healthy living, youth development, and social responsibility. This will be accomplished by performing member services tasks as well as providing guidance and oversight for member services staff.

Work Shifts: Every other Friday 3:00 p.m. to 9:30 pm
Saturday 6:45 a.m. to 4:30 p.m.
Sunday 11:45 a.m. to 4:30 p.m.

Pay Rate: \$11.50-\$12.50/hr

ESSENTIAL FUNCTIONS:

1. Perform all essential functions associated with the member services staff position.
2. Under the guidance of the Member Services Director: help train member services staff.
3. Be an active and contagious champion for overall membership goals, retention and satisfaction.
4. Builds effective, authentic relationships with staff and members; helps staff and members connect with each other and the YMCA.
5. Serve as liaison between the member services staff and the Member Services Director.
6. Engages in active listening and models relationship-building skills in all interactions with members, volunteers, guests, and staff members, in order to build relationships and communicate our cause.
7. Work with the Member Services Director to enter Daxko information and to work on special projects as requested.
8. Reflect and uphold the mission and core values of the YMCA when dealing with people within the YMCA facilities and in the community.
9. Ensure accurate data collection and entry.
10. Have a thorough understanding of emergency procedures, as well as being able to quickly respond in emergency situations
11. Willingly perform other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning, speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgements, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills to perform well; uses best practices and demonstrates up-to-date knowledge in technology.

QUALIFICATIONS:

1. Required certifications: CPR, First Aid, AED (training provided if needed)
2. Driving record and background check that meets YMCA standards if requested.
3. Must have good interpersonal, public relations and communications skills.
4. Basic computer skills, with additional training provided on Daxko operations software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to sit or stand for long periods of time.
2. Ability to work at a computer station for long periods of time.
3. Ability to perform all physical aspects of the position; including sitting, walking, standing, bending, reaching, and lifting up to 25 lbs.