

## **JOB POSTING**

### **Member Services Associate**

**Please consider this as an opportunity for you or a family member or acquaintance who is looking for a part time job. It's a great opportunity for someone to perform an interesting variety of responsibilities in The Richmond Hill Squash Club.**

**The pay will be up to \$25 per hour based on the skills of the applicant.**

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The Board of Directors at RHSC is looking for a responsible, outgoing individual who would act as the primary face of our Club.

This position requires an outgoing, excellent communicator who is highly responsive to the Members, to the Board and most importantly to potential new members.

The Board estimates that this position will require 3 to 4 hours on weekdays within the hours of 4PM to 8PM and 2 or 3 hours on Saturday morning based on need. Job sharing could be considered.

The duties of this position, as the title (Member Services Associate) suggests, consists of a variety of responsibilities such as welcoming potential new members and showing them the Club and all its benefits, signing them up and ensuring that a trial or new member is introduced to other members, responding to all enquiries as soon as possible, keeping an up-to date roster of current members and assisting with Club events. Retention of new members is imperative.

This person will learn all about the Club, the programs available, tournaments, social events etc. They will get to know all the members and be available to respond to their concerns. They will also be the contact person for the High Schools that use our Club.

As we go forward the Club will receive a liquor licence that will require the Member Services Associate to obtain a Smart Serve designation, which can be done on-line.

There are many other duties involved which will be explained later to the candidates.

If you know someone in your family or a friend/acquaintance that might be interested please forward this message to them.

Anyone who is interested should contact Don Pocock, 416-587-8052 or [donpocock@rogers.com](mailto:donpocock@rogers.com)

Thank you,  
Your Board of Directors