



## Front Desk Assistant

### Overview:

As a Front Desk Assistant you will be the first point of contact with members and visitors. You must maintain a friendly and positive attitude while greeting guests. You will be in charge of inputting membership statuses, using the intercom to call for pick-ups, answering phone calls and directing guests.

### Responsibilities:

- Scanning all members in and out of the building
- Using the intercom system to call for staff and club members
- Greeting all visitors and providing them with proper identification
- Directing visitors and members to the correct locations

### Qualifications:

- Excellent verbal communication skills
- Positive and professional demeanor
- Multitasking capabilities
- Ability to work in a fast paced environment
- Good interpersonal skills and communication skills
- Technologically proficient

**Hours:** Monday-Friday 2:00 pm- 6:00 pm- *Must be available at least one day a week*

Interested?

Pease contact the Volunteer Manager, Lindsey Andella at:

Email: [landella@lbgc.org](mailto:landella@lbgc.org)

Tel: (978) 458-4526 x20

or [click here](#) to complete an online Volunteer Application