



YMCA OF METROPOLITAN DETROIT

JOB VACANCY

"An Equal Opportunity Employer"

TITLE

Membership Specialist

HIRING RANGE

\$36,000 On Target Earning (Base + Commission)

ADDRESS

South Oakland Family YMCA
1016 Eleven Mile Road
Royal Oak, MI 48067

DATES

Resumes until June, 8 2009

ENTRY REQUIREMENTS

- Bachelors Degree or two years full time experience in a related field is required.
- Strong oral and written communication skills required
- Strong language skills, sound reasoning ability and an aptitude for working with others in a patient, professional manner that instills the YMCA character development values and mission is required

JOB SEGMENTS

- Responsible for Membership Department (dept. 20) goals
- Compile daily, monthly sales reports
- Track all inquiries, follow up calls, tours, sales and guests visits per the YMCA of Metro Detroit Membership Program
- Meet monthly sales goals
- Facilitate all retention programs as determined by the Membership & Marketing Director
- Be pro active in organizing new member sales initiatives
- Be pro active in developing and implementing branch member retention efforts
- Pursue opportunities to promote the YMCA in the Royal Oak Community
- Organize member appreciation days
- Remain familiar with all YMCA programs
- Participate in team meetings
- Organize new member socials monthly

POSITION DESCRIPTION	Excellent opportunity for a goal-oriented individual to ensure monthly and annual membership development goals is achieved. Responsibilities will extend to the implementation and administration of the YMCA sales and marketing strategies and to help represent the YMCA mission, policies and character development.
FACILITIES	The branch offers comprehensive youth, adult and family programs including aquatics, fitness, seniors, adult and youth leagues, school-age childcare, and membership activities.
FINANCES	The branch is expected to meet its projected operating budget.
PROGRAMS	The branch offers comprehensive youth, adult, and family programs including aquatics, fitness, seniors, adult and youth leagues, and membership activities.
SERVICE AREA	The South Oakland Family YMCA serves Royal Oak, Huntington Woods, and surrounding areas.
FUTURE PLANS	The YMCA of Metropolitan Detroit is currently working within a ten-year strategic plan, which includes a capital funds campaign.
WHY LIVE IN THE MICHIGAN AREA	The Detroit metropolitan area is thriving with residential, industrial and commercial development. Michigan is the home of major international companies, organizations, colleges and universities. Very diverse employment opportunities make the area stable economically. Upscale housing, award winning schools and family-orientated communities make Michigan a great place to live and raise a family.

Send Resumes to:

Lynne Wilcox, Executive Director
 South Oakland Family YMCA
 1016 West Eleven Mile Road
 Royal Oak, MI 48067
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