



LSYC Member Services Coordinator Job Description

Lake Sunapee Yacht Club is a seasonal business that provides a variety of services for its membership. The Member Services Coordinator is a vital staff employee who should enjoy regularly interacting with people either on the phone or in person. The coordinator often is the first person a member meets or speaks to on the phone so greeting with a smile on your face and in your voice is essential. Skillfully assisting members to solve problems or discerning who might help them is important. The successful candidate will approach each day with flexibility, a positive attitude, a team spirit and the ability to create a warm, welcoming, friendly office environment.

Job Responsibilities

- Greet members, vendors or visitors with a friendly smile and attitude
- Answer the phone professionally in a timely manner and assist callers or direct them to the proper person
- Coordinate weekly Daily Food & Beverage menus with the head chef
- Organize and produce the weekly newsletter by Tuesday 3 pm and email to members
- Manage office and club supplies and order as needed
- Assist with filing or mailings as needed
- Ensure club postings are current, such as, the posting for the annual meeting, etc.

Job Skills and Qualifications

- High school education, minimum
- Adaptive in a changing work environment
- Obtain a friendly agreeable temperament and who can work easily with a variety of personalities
- Positive team player
- Strong organizational ability
- Technical background in various software (Microsoft Word, Excel, PowerPoint, Publisher)
- Excellent written and oral communication skills
- Support and contribute positively to the club's environment of respect

Benefits

- Wage – commensurate with experience
- Flexible work schedule in varying degrees
- Complementary meal when club is serving

Other

Attire – casual office dress, no uniform, no open toed shoes

Phone usage – no personal phone usage, cell phones must be kept in purse or drawer