

POSITION TITLE	Staff Lead
WORK LOCATION	Hames Center
REPORTS TO	Executive Director
FLSA STATUS	Non-Exempt
EMPLOYMENT CATEGORY	Part-time or Full-time

SUMMARY

The Hames Center is Sitka, Alaska's community non-profit wellness center. The Hames Center is committed to personal and community wellness for all ages through indoor fitness and recreation opportunities and education. Working at the Hames Center can be a dream job for anyone who loves wellness and fitness and who wants to be part of the community of Sitka, one of the most beautiful seaside towns in the United States, which is located in Southeast Alaska at the center of the Tongass National Forest.

The Hames Center is a program of the Sitka Fine Arts Camp. The mission of the Sitka Fine Arts Camp is to build community in Alaska by providing opportunities in arts, culture and recreation in an inclusive, educational and inspirational environment.

Hames Staff Lead will greet, assist, and provide direction and information to members, visitors, and other guests of the Hames Center. The Staff Lead will also build the staff schedule for Hames Building Staff and oversee the cleaning and sanitation of the building daily.

ESSENTIAL DUTIES

- Build the staff schedule.
- Supervise and motivate staff to provide the highest quality service.
- Provide customers high quality service.
- Maintain a safe, clean, and attractive facility.
- Monitor facility equipment and provide routine maintenance and repairs as needed.
- Develop a knowledge of membership options, classes, and programs in order to assist members.
- Develop a knowledge of the PushPress database and its functions for member management.
- Clean and sanitize the building and equipment after each shift.
- Enforce policies as needed.
- Help with special programs and events as needed.

MINIMUM QUALIFICATIONS

- Experience in the customer service industry preferred.
- Able to lift 45 lbs.
- Adapts easily to a changing environment.

REQUIRED COMPETENCIES

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Flexibility and willingness to learn, master, and implement new systems.
- Ability to use programs such as Google Drive, Google Calendar, and PushPress.
- Self-motivated and detail oriented.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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.

This job operates in a professional office and active, physical environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets as well as job/gym specific tasks such as belaying individuals, moving weights up to 45lbs and performing cleaning tasks. While performing the duties of this job, the employee is regularly required to communicate effectively.

DISCLAIMER

The above is not intended to list all possible essential functions or requirements as they are subject to change. The employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment. To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential duties and meet the physical demands. Reasonable accommodations may be made to enable individuals with disabilities to meet these requirements.

COMPENSATION

Pay \$18-\$20 DOE
Hames Center Membership

Sitka Fine Arts Camp is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.