



22955 W Industrial Drive, St. Clair Shores, MI 48080
(586) 778-9640

Job Title: Welcome Attendant

Reports To: Asst. Manager of Operations, Member Experience & Sales Director and Weekend Adventure Host

Employment Type: Part-Time

Position Summary:

We are seeking a friendly and organized receptionist to be the first point of contact for customers entering Extreme Gym & KydVenture. This person will play a crucial role in ensuring smooth operations by managing customer interactions, maintaining the check-in process, and assisting with administrative duties.

Key Responsibilities:

- Greet and assist customers entering the business, providing a welcoming environment.
- Ensure all students are familiar with and follow the check-in process for classes and events.
- Contact customers regarding declined payments.
- Prepare and organize new student packets for the following day.
- Answer phone calls and direct them to the appropriate person or department.
- Identify students who need contracts & forms signed and ensure they are completed.
- Track and follow up on fifth classes, resolve as necessary.
- Check and forward emails to ensure timely communication.
- Restock and organize the pro shop.
- Actively suggest and bring new pro shop ideas to management to offer the best selection of items for customers.
- Facilitate pro-shop sales and assist customers with their purchases.



22955 W Industrial Drive, St. Clair Shores, MI 48080
(586) 778-9640

Qualifications:

- Strong communication and customer service skills.
 - Ability to multi-task and work in a fast-paced environment.
 - Organizational skills and attention to detail.
 - Basic knowledge of office software and phone systems.
 - Previous experience in customer-facing roles is a plus.
 - Availability for weekday afternoons, evenings and weekends.
-

Benefits:

- Competitive hourly pay.
- 401k Retirement Plan with up to 5% employer contribution.
- Flexible Schedule
- Employee discounts on memberships, events, pro-shop and cafe items.
- Opportunities for professional growth and development within a family-friendly business.
- Fun and dynamic work environment that promotes creativity and well-being.

If you are a motivated individual with a passion for providing excellent service and a keen eye for detail, we would love to hear from you! Apply today to join our team and make a difference in the lives of our community.

Please email your resume with cover letter to angelas@extremegym.net.