

MUS Indoor Facility Employment



Job Title: Facility Membership Assistant

Reports to: Supervisor, Indoor Facilities

Under the guidance of the Facilities Supervisor, the Facility Membership Assistant will provide support and assistance with all aspects of the Millard United Indoor Training Facilities. He/She will assist with providing a fun and safe environment in an effort to promote growth in confidence, loyalty, teamwork, sportsmanship and skills for our members.

Essential functions will not be limited to, but include:

- Welcoming members through a check-in process for trainings, camps, practices and lessons
- Supervision of the policies and procedures pertaining to all areas of the indoor facilities
- Daily maintenance/cleaning of all indoor facility related equipment, restrooms and supplies
- Assisting members with all benefits and abilities within their specific member account
- Represent Millard United Sports through exhibiting ethical and professional conduct at all times, including times outside of your scheduled shifts
- Willingness to provide clear and effective communication to all coaches and instructors
- Being kind in an effort to contribute to a safe, educational and productive working environment
- Effective Teamwork with fellow staff, including your team members and the MUS Staff/Executive Board
- Other duties as assigned by your supervisor, any MUS Staff or MUS Executive Board Member

Special Requirements

- Must have means of or reliable transportation
- Ability to work evenings, weekends and special events
- General Microsoft Office knowledge
- Subject to a criminal background check prior to employment
- 16 years of age

Duration of Employment: Year-round

Hours per week: 10-20

Hourly Salary: To begin at minimum wage