

Center for Health & Fitness

Front Desk Assistant

- Agency Location:** 514 N. Prospect Ave, 2nd floor
Redondo Beach, CA 90277
- Work Location:** Fitness center front desk
- Time Commitment:** Once weekly 2-hour commitment, minimum 1 year.
Available shifts between operating hours:
Monday-Thursday: 5:30 a.m.-9:00 p.m.
Friday: 5:30 a.m. - 8:00 p.m.
Saturday-Sunday: 7:00 a.m.-4:00 p.m.
- Supervisor:** Sogia Thach | Purpose & Engagement Coordinator
(310) 374-3426, ext. 273 | sogia.thach@bchd.org

Description:

- Formed in 1955, Beach Cities Health District is a public agency that provides health care services to the communities of Hermosa Beach, Manhattan Beach and Redondo Beach.
- The Center for Health and Fitness is committed to providing innovative programs and services that enhance overall wellness. The Center ensures quality programs in a supportive environment, highly educated and caring staff, and individual attention.

Duties:

- Check in members using club software program, and provide assistance to the best of your knowledge
- Assist staff with any and all projects on an as-needed basis
- Greet and acknowledge members as they arrive and leave the gym
- Personally hand towels to members and keep hand towels stocked behind desk
- Keep head up, smile, and be friendly to our members, staff, and the public
- Keep work station clean and free of clutter
- Remove used towels and stock clean towels at towel disposal areas

Qualifications Needed:

- Must be 18 or older
- Ability to work in a very team-oriented environment
- Knowledge of Windows based computer programs
- Friendly, positive, and excellent people and telephone skills

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- Experience in direct communication with the public
- Preferably customer service, receptionist, and clerical skills

Application Process:

All potential candidates are asked to complete the following application process to see if this position is an appropriate fit:

- Fill out application online at www.bchd.org/volunteer
- Participate in simple intake process conducted by Volunteer Services
- Interview with supervisor

Screening Process:

If the position fits the volunteer, the following screening process (at no cost to volunteer) will take place:

- TB test

Training:

Once the volunteer clears the screening process, the following training will be provided:

- Complete BCHD Orientation (online or in-house conducted once a month)
- Initial training with supervisor and Member Services staff

Volunteer Responsibilities:

- Check in with supervisor or CHF front desk at the beginning of each shift for any assigned tasks or updates
- Discuss any changes, concerns, etc. with supervisor before end of shift
- Must track all volunteer hours and turn in time sheet to supervisor by the end of each month

For further questions, please contact Volunteer Services:

Phone: (310) 374-3426, ext. 246

Email: volunteers@bchd.org