



# Ninilchik Traditional Council

P.O. Box 39070

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## VACANCY ANNOUNCEMENT NINILCHIK HEALTH & WELLNESS CLUB FRONT DESK ATTENDANT (FILL-IN)

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**ANNOUNCEMENT DATE:** June 11, 2021

**CLOSING DATE:** When Filled

**POSITION TITLE:** Ninilchik Health & Wellness Club  
Front Desk Attendant (Fill-In)

**POSITION BEGINS:** Immediately

**POSITION TYPE:** Part-Time: Fill-In as needed

**SALARY:** DOE

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**POSITION SUMMARY:** The NHWC Front Desk Attendant (Fill-In) is the lead customer service contact for all members, guests and prospects, and is responsible for selling all products and services. This position is responsible for overseeing all general office and administrative duties. Along with other tasks this position is responsible for custodial chores. It is essential for the custodian to work both independently and effectively with members and other staff to achieve and maintain standards of excellence set forth by the Ninilchik Health & Wellness Club.

### **ESSENTIAL FUNCTIONS:**

1. Prepare contract forms, obtain signatures, collect deposits, and issue membership cards to patrons.
2. Introduce and familiarize members and guests to the facility, including class schedules and other services available at the NHWC.
3. Maintain thorough knowledge of all exercise equipment and be able to demonstrate operation and explain purpose of equipment, as well as instruct members in their use.
4. Field all members concerns and complaints.
5. Maintain petty cash, receipts and weekly monetary reconciliations.
6. Adjust work schedules to meet customer demand.
7. Ensure quality control and customer service.
8. Responsible for keeping all areas of the center clean, neat and orderly.
9. Sanitation of all surfaces that communicable germs may exist according to OSHA standards.
10. Adhere to the agreed procedures for maintaining an immaculate facility.
11. Maintain confidentiality of all members and staff.
12. Other duties as prescribed by the Ninilchik Health & Wellness Club Manager, NTC Tribal Health Director or his/her designee.

### **JOB REQUIREMENTS:**

1. Maintain CPR, First Aid, Blood Borne Pathogen and OSHA training certifications.
2. Proven ability to deliver high quality customer services and support.
3. Must be highly motivated, professional, enthusiastic, and a team player.
4. Provide direct training and/or class instruction for approved activities at the NHWC.
5. Keep current on all NHWC changes/expectations and attend all required trainings and meetings, and travel as required of the job
6. Submit semi-monthly timesheets to the NHWC Manager for approval.
7. Submit any necessary material requisitions in accordance with NTC policy.
8. Wear clothing with NTC Wellness Club logo to identify yourself as an employee.

**STATEMENT OF QUALIFICATIONS:**

- Must be at least 18 years of age.
- Experience and ability to deliver high quality customer service and support.
- Basic computer experience.
- Excellent written and verbal communication skills.
- Strong organizational skills, attention to detail and the ability to multi-task.
- Must have a sensitive & positive attitude, be observant, responsible, and confidential.
- Ability to fill in on very short notice and work Saturdays if needed.
- CPR and First Aid Certification. (Classes can be provided for certification)
- Blood borne pathogen and OSHA training. (Classes can be provided for certification)

**INDIAN PREFERENCE:**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

**OTHER:**

This position will be under the direct supervision of the NHWC Manager. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

**APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at [www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov) . Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council  
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