



Rancho Bernardo Swim and Tennis Club

16955 Bernardo Oaks Drive, San Diego, CA 92128

If interested, please send your resume to rbstcbeau@gmail.com. We look forward to hearing from you.

RB Swim and Tennis is a recreational and social facility with a wide range of activities provided to property owners within a specific geographical area of Rancho Bernardo.

Position: Front Desk Member Service Associate

Hours Available: Evening and weekend hours, part-time

Job Details: A Front Desk Member Service Associate is the first point of contact for Members visiting or calling the Club.

Qualifications:

- Friendly and outgoing personality
- Strong interpersonal skills and an ability to communicate, help and share information with Club Members and others
- Resourceful self-starter with an ability to work both independently and as part of a team
- Ability to work a flexible schedule with emphasis on evening and weekend hours

Responsibilities:

- Provide an exceptional Member experience by ensuring the Members and their guests are always the priority
- Ability to answer phone calls and questions posed by Members at the front desk
- Regular, dependable attendance and punctuality
- Perform other duties as assigned