



Position Title: Guest Coordinator

Location: Eau Claire Athletic Club (ECAC)

Employment Type: Part-Time (12-20 hours per week, including evenings and weekends)

Reports To: Membership Manager

About Eau Claire Athletic Club

At the Eau Claire Athletic Club (ECAC), we create health and wellness opportunities by offering a dynamic space where community, fitness, and premium experiences come together. We are seeking a motivated Guest Coordinator to join our team and help grow our community of members during this exciting phase of our journey.

Position Summary

The Guest Coordinator will play a pivotal role in driving membership growth at ECAC during our launch period and beyond. This role offers a competitive hourly wage, reflecting the value and hard work our team invests in achieving success. You will connect with prospective members, provide tours, and communicate the unique benefits of membership. As the Club opens, the scope of the role may evolve or scale accordingly.

Key Responsibilities

1. Tour

Deliver personalized tours of the club, highlighting amenities and the value of membership. Engage with prospective members by providing insightful answers to their questions, offering both a high-level representation of the Club's culture and detailed information about its offerings and operations.

2. Customer Service

Build relationships with prospects, offering a welcoming and professional experience.

3. Collaboration

Work with the Membership and Marketing Manager and provide insights from prospective members to help refine our offerings and approach

Qualifications & Skills

Previous experience in sales, hospitality, or customer service (preferred).
Strong interpersonal and communication skills.
Professional demeanor and enthusiasm for wellness and elevated services.
Ability to work evenings, weekends, and flexible shifts as needed.

Compensation & Benefits

Opportunity to grow within an elevated, community-focused organization.
A collaborative and supportive team environment.
The chance to make a significant impact during the pivotal launch phase of a premier private club.