Membership Services Intern
New York Athletic Club – Travers Island

Named for Wall Street tycoon, yachtsman and NYAC president William Travers, who guided its purchase in 1888, Travers Island is the NYAC’s home in Westchester County. Sixteen miles north of the Manhattan City House, Travers Island’s focal points are the Club House, banquet facilities, the gorgeous saltwater swimming pool, the tennis courts, the all-weather playing field, the Yacht Club, the Fitness Center and the Rowing House.

Summary:
The Membership Intern is responsible for assisting the Office Manager in assisting members and completing administrative tasks for the account office. The MI will report to the Office Manager in the Membership/Accounting Office.

Requirements:
- Strong administrative skills that include MS Word, MS Excel, learning new programs, filing, checking documents for errors, scanning, saving documents to the correct folder and uploading documents to member profiles.
- Answering member questions about the different outlets on Travers Island.
- Checking receipts daily
- Providing member information about their account.
- Assist in handling billing disputes.
- Enter billing for member events.
- Checking and updating member lists daily.
- Imputing application information.
- Create Member ID, Employee IDs and Guest Cards.
- Interacts with each department when necessary.
- Perform other related duties, tasks and responsibilities as required or apparent.
- Transmits necessary information to Office Manager.
- Must be able to work for the duration of the summer (Memorial Day – Labor Day)

Qualifications and Experience:
- Currently Enrolled in a four year hospitably program.
- High-energy, outgoing personality with strong professional interpersonal skills.
- Proven track record of team leadership and motivation skills.
- Excellent attention to detail.
- Possesses a passion for exceeding member expectations and a commitment to excellence that results in providing the highest quality member and guest experience.
- Experience with MS Office, POS (Point of Sale) system preferred.
- Strong verbal and written skills.

Benefits:
Great work environment, Housing in New York City, Daily Meals and Uniform
Post graduate students could lead to a full time opportunity with the club.
Hourly Wage (Eligible for overtime)

Physical Requirements:
While performing the essential functions of this job, the employee is regularly required to stand and walk for extended periods of time, use hands and fingers, reach, climb, bend, twist, stoop, kneel, crouch, and lift and/or move up to 50 pounds. Work outside on occasion.