



The Island of Hawai'i YMCA

300 W. Lanikaula Street
Hilo, HI 96720
808-935-3721

<https://islandofhawaiiymca.org/>

TSA Enrollment Associate (Fingerprinting & Identity Verification)

Location: Hilo, Hawaii

Job Type: Full-Time

Pay: \$16.00/hour Starting

Schedule: Monday – Friday, 8:00 AM – 4:30 PM

We are seeking a reliable and detail-oriented **TSA Enrollment Associate** to assist applicants completing their enrollment for the TSA PreCheck program through Idemia using the IdentoGO system.

Responsibilities

- Verify applicant identification documents (driver's license, passport, etc.)
- Capture electronic fingerprints using enrollment equipment
- Enter and review applicant information in the secure system
- Ensure enrollment requirements and documentation are complete
- Provide professional and friendly customer service
- Maintain confidentiality when handling sensitive personal information

Qualifications

- Must be able to pass a background check
- High school diploma or equivalent
- Quick learner, strong attention to detail and accuracy
- Ability to type and comfortable using computers and data entry systems
- Strong communication and customer service skills
- Ability to handle confidential information responsibly
- Team Player

Preferred

- Customer service or administrative experience
- Experience with identity verification or fingerprinting optional

Work Location

Enrollment site at the Island of Hawai'i YMCA

Training provided.

*The Island of Hawai'i YMCA dba Island of Hawai'i YMCA
is an Equal Opportunity Employer*

Federal Tax ID: 99-0092295; State of Hawai'i Tax ID GE: 086-126-5920-01