

MANATEE Y JOB OPENINGS EFFECTIVE MAY 20, 2017

BRADENTON BRANCH

(All Jobs are Part-Time unless otherwise noted)

Sports Lead

This lead position assists the Program Director in the development, organization and implementation of high quality Y programs in a safe and effective manner, providing guidance and encouragement to a variety of members and program participants while modeling the core values of the Y. Position directs and supervises program activities to meet Y objectives. Develops, schedules and directs staff and volunteers as needed following set policies and procedures. Establishes new program activities and expands existing programs in accordance with strategic and operating plans. Motivates staff to achieve the program goals and while maintaining the Y standard of customer service. Assist Program Director with program marketing and information distribution. Coordinates use of the facilities for program activities; compiles program statistics; monitors and evaluates the effectiveness of and participation in programs with the Program Director. Exercise self-motivation and reliability to ensure proper follow-up to the Program Director on program matters. Must be able to delegate appropriate responsibilities with assisting staff in order to accomplish tasks and requirements of the program.

- Must be at least 21 years of age with related experience.
- Must have strong organizational skills, written and oral communication skills and computer skills.
- Able to coach, train and teach skills in Basketball, Soccer, Flag & Tackle Football.
- Must have the ability to process confidential information through a firm understanding of the branch chain of command.
- Must be professional in appearance, following the dress code and wearing staff ID or name badge.
- Must be dependable and reliable.
- Must have current CPR/AED-Pro and First Aid certification or complete within 30 days of hire.
- Must complete required Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

Gym Supervisor

Gym & Field supervisors are need for 1-3 nights per week, hours Monday to Friday 4:30 pm to 9:00 pm and some Saturdays to provide assistance to members as needed and maintain order. Responsible for enforcing health & safety standards, branch policies & procedures and gym rules in a positive & respectful manner. Must be attentive and in the gym at all times. Make sure equipment is neatly put away and notify your supervisor of any broken or defective equipment. Responsible for ensuring gymnasium is picked up and clean. This includes any sweeping & mopping as needed.

- Must be at least 16 years of age and mature enough for this responsibility.
- Has a basic knowledge of sports offered by the Y.
- Must be cheerful, friendly and good with children and families.
- Have confidence in self to be able to enforce gym rules and Y policies & procedures in a professional manner.
- Must be dependable, flexible, and punctual.
- Dressed professionally including Y staff shirt & ID.
- Able to pass a background & drug screening.
- Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods training & New Hire Orientation within 30 days of hire.

Basketball and Soccer Referee

The Referees are to ensure participants engage in a fun, safe and rewarding experience. Will follow & enforce the rules of the game in a positive manner. Is able to communicate in a respectful manner with parents & participants and able to walk away from confrontational parents to maintain order. Must keep the games moving in a timely manner, start & end on time and make sure equipment is neatly put away in storage when finished. Makes sure the gym is left clean when games are over and equipment is in good working order.

Soccer games are Saturday mornings. Program participants are 4-14 years of age.

Basketball games are Friday nights and Saturday mornings. Participants are 6-17 years of age.

- Must be a least 16 year of age and mature enough for this responsibility.
- Must be knowledgeable in youth sports soccer.
- Confident in your calls & judgment and able to communicate them well with participants & spectators.
- Must have an enthusiastic & positive attitude for the game, the Y, its members & fellow employees.
- Must have a professional appearance with proper referee attire & shoes (shirts & whistles will be provided).
- Must be punctual and reliable.
- Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods online training & attend New Hire Orientation within 30 days of hire.

Water Aerobics Instructor

A water aerobics instructor is needed to teach water fitness classes to participating adult members of all skill levels by following the YMCA teaching standards and procedures while maintaining a safe environment with particular attention to the health of the participants. Motivate class participants through creativity, positive reinforcement and an energetic personality. Effectively communicate the function of each exercise as to how it affects the body. Keep accurate class records, including health forms and medical releases.

- Must be at least 18 years of age with a minimum of three months direct teaching experience.
- Must be able to work with all types of individuals while caring out the YMCA core values of honesty, caring, respect & responsibility.
- Be punctual and dependable with a positive, upbeat attitude.
- Able to project voice so participants can clearly hear & understand instructions.
- Able to hear noises and distress signals.
- Maintain a professional appearance and follow Dress Code Standards as stated in the Employee Handbook.
- Prefer certified YMCA Water Fitness Instructor or must complete within one year of hire.
- Current certification in YMCA Lifeguard or YMCA Aquatics Safety Assistant certification or complete within six months of hire.
- Able to pass a background & drug screening.
- Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods Risk Management online training & attend New Hire Orientation within 30 days of hire.

Lifeguards

Certified part-time lifeguards needed for a variety of shifts. Must be reliable & focused to ensure the safety of all participants in the aquatics environment at all times. When not actively involved with surveillance, must perform pool cleaning duties. Maintain a professional appearance, follow dress code, arrive on time for your shift & follow Y policies & procedures. Must attend all required in-service trainings & meetings requested by the aquatics director & trainings required to ensure certifications stay current.

- Must be a least 17 years of age with either YMCA, American Red Cross or ASHI Lifeguard certification plus CPR/AED-Pro & First Aid.
- Must be able to perform strenuous physical tasks necessary for a water rescue.
- Knows/reviews all emergency procedures & responds to emergency situations immediately in accordance with YMCA policies & procedures & completes related reports as required.
- Adequate ability to hear noises & distinguish distress signals.
- Must be able to communicate verbally, including projecting your voice across a distance in normal & loud situations.
- Must be able to stay alert & able to sit or stand for an extended period of time.
- Ability to continuously scan all areas of the pool with clear vision.
- Must be able to work with all types of individuals while carrying out the YMCA core values of honesty, caring, respect & responsibility.
- Must be dependable & flexible.
- Must complete required Redwoods training & attend New Hire Orientation within 30 days of hire.

Swim Lessons Instructor

Certified part-time swim instructors needed for a variety of shifts. Teach group swimming lessons to participants from six months old to adults at varying skill abilities by following the YMCA teaching standards & procedures. Instructors must work & communicate effectively with children & adults, maintain order & ensure the safety of all participants. Maintain records of skills, attendance & student progress on rosters & skill sheets. Complete all student progress reports & certificates as required & aid in communicating this information effectively with parents. Ensure all aquatics equipment is maintained properly & report broken or damaged equipment to the aquatics director timely. Maintain a professional appearance, follow dress code, arrive on time for your shift & follow Y policies & procedures. Must attend all required in-service trainings & meetings requested by the aquatics director & trainings required to ensure certifications stay current.

- Must be at least 16 years of age with a swimming ability of Minnow level or higher with a minimum of one year experience teaching YMCA swim lessons program or previous swim lessons teaching experience.
- Current CPR/AED-Pro, First Aid & Oxygen Administration or obtain within 30 days of hire.
- Current certification in YMCA Swim Lessons Instructor or completion within one year of hire.
- Must be able to move to various locations, including in & around an elevated chair.
- Communicate verbally, including projecting the voice across distances.
- Hear noises & distress signals & observe all area of the water area.
- Able to perform all needed rescues & survival skills.
- Think in abstract, solve problems, make sound decisions, instruct, evaluate, supervise & remember.
- Must be able to work with all types of individuals while carrying out the YMCA core values of honesty, caring, respect & responsibility.
- Must be dependable & flexible.
- Must complete required Redwoods training & attend New Hire Orientation within 30 days of hire.

Personal Trainer

Personal Trainers are needed evenings and Saturday morning. Responsible for designing and implementing safe and effective fitness programs to help clients achieve and exceed their goals. Provide guidance, encouragement and motivation to a variety of clients, from athletes to special populations. Must arrive on time for client sessions, is dressed professionally including Y staff shirt. Communicates directly with the client regarding scheduling, following-up as needed, and tracks payments and sessions with client. Must provide each client with your undivided attention, enforcing all rules and regulations of the fitness center to ensure the safety of your client and provides guidance and motivation. Assists clients with their program design and proper exercise technique to help them achieve their fitness goals.

- Must have current personal training certification from a nationally recognized organization such as ACSM, AFAA, ACE, NSCA or NASM plus 1-3 years of experience training clients in a fitness setting.
- Must attend continuing education programs as required to keep your certification current.
- Experience working with individual clients and/or a bachelor's degree or higher in a health/fitness related major preferred.
- Must exemplify a healthy lifestyle, have a professional appearance, be punctual and reliable.
- Must have a positive, upbeat attitude.
- Must be able to work with a variety of clients: Athletes, seniors, teens and those with special medical concerns such as prenatal, post-cardiac, obesity, etc.
- Must have current CPR/AED-Pro and First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods Risk Management online training & attend New Hire Orientation within 30 days of hire.
- Able to pass background and drug screening.

GEX Instructor – Cycle

Certified GEX instructors needed with open availability for a variety of class days & time. Must be able to relate to members & class participants in a customer service, team oriented environment. Be able to motivate & express genuine concern & interest for members. Be enthusiastic & have a positive attitude

about the Y, its members & other Y employees. Classes must adhere to the YMCA basic exercise standards & guidelines & exemplify a healthy lifestyle.

- Must hold current GEX certification through AFAA Primary Group Exercise or ACE or YMCA Foundations of Group Exercise.
- Direct experience teaching hired format.
- Must be able to relate to members & class participants in a customer service, team oriented environment.
- Must be able to work with all types of individuals while carrying out the YMCA core values of honesty, caring, respect & responsibility.
- Must be dependable & flexible.
- Able to pass a background & drug screening.
- Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods Risk Management online training & attend New Hire Orientation within 30 days of hire.

Group Exercise Instructors – Yoga, Les Mills

Substitute Certified Instructors for Yoga, & Les Mills needed with open availability for a variety of class days & time. Will conduct specialized group exercise class in a safe and effective manner. Must be able to relate to members & class participants in a customer service, team oriented environment. Be able to motivate & express genuine concern & interest for members. Be enthusiastic & have a positive attitude about the Y, its members & other Y employees.

- Must hold current certification in specialty with direct teaching experience in hired format.
- AFAA Primary Group Exercise or ACE or YMCA Foundations of Group Exercise certification. If no GEX certification, must complete within 60 days of hire.
- Must be able to relate to members & class participants in a customer service, team oriented environment.
- Must be able to work with all types of individuals while carrying out the YMCA core values of honesty, caring, respect & responsibility.
- Must be dependable, flexible & punctual.
- Able to pass a background & drug screening.
- Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods online training & attend New Hire Orientation within 30 days of hire.

Membership Sales Associate

The Membership & Sales Associates are responsible for contributing to the sales force sales goals; answering the telephone in a friendly & responsive manner; providing general information to customers & members; perform membership & program registrations accurately; conducting member tours as needed; manage the gate system to ensure authorization in the building is met (clear members & sign-in program participants); maintain & balance cash drawer during shift; open & close the branch as needed; implement new member sales orientation & engagement program; participate in marketing programs as requested by supervisor and maintain a neat & clean front lobby & desk area. A variety of shifts are available (morning, afternoon and evenings), min. 12 hours per week.

- Must be 18 years of age.
- Possess good oral & written communication skills.
- Must be friendly & engaging to build professional relationship with members.
- Proficient with a computer & keyboard.
- Must be dependable, flexible, have a willingness to learn, organized, detail oriented & able to multi-task.
- Able to handle stressful situations in a positive manner.
- Demonstrates good moral character & will adhere to and promote the Y's mission & character development values.
- Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods training & New Hire Orientation within 30 days of hire

HOW TO APPLY

If you do not have prior formal work experience, other life experience can be entered under the employment data. Have you done any volunteer work? Do you help with Bible classes at your church? How about school events or projects? As for references, you'll want to use someone like your teacher, minister, social group leader and at least one family member.

All applicants must be able to pass background and drug screening.

Submit completed Y employment application (found on the Employment page of our web site or at the branch) to the appropriate contact listed below. You may email, mail or drop off your application. No phone calls please.

For DPP and Fitness:

Jacque McMahon
jmcmahon@manateeymca.org
3805 59th Street West
Bradenton, FL 34205

Youth Sports and Day Camp:

Hank Allison
hallison@manateeymca.org
3805 59th Street West
Bradenton, FL 34205

Membership, Arts, Kids Zone, Teens Zone & Senior Club:

Jennifer Haughey
jhaughey@manateeymca.org
3805 59th Street West
Bradenton, FL 34205

Aquatics: (reference the Bradenton Branch)

Courtney Hancock
chancock@manateeymca.org
5100 Lakewood Ranch Blvd.
Bradenton, FL 34211