

## MANATEE Y JOB OPENINGS EFFECTIVE August 2, 2017

### LAKEWOOD RANCH BRANCH

(All Jobs are Part-Time unless otherwise noted)

#### Full Time, Non-Exempt Property Manager

The responsibilities of the Property Manager are to manage the maintenance & improvement operations of the Y facility. This includes preventative maintenance & related budgets set forth by the Branch Executive Director. Duties include but are not limited to: Provides overall coordination of facility maintenance, including planning & developing preventative maintenance; ensures the proper operation of all mechanical systems (HVAC; electrical; plumbing & pool) by performing routine maintenance & repairs; completes repair work & projects in a timely manner; oversees all contractors that work in the facility & grounds including requests & review of contractor bids & recommend selection of contractors; ensure outside vendors and/or contractors used for the facility & ground maintenance follow the required policies (Liability/Workman's Compensation Insurance & staff screening as required for special projects); ensure facility is properly stocked with supplies & order as needed; painting, carpet cleaning, floor cleaning, buffing & waxing as needed; perform routine inspections & maintenance checks as a means of preventative maintenance; works with outside agencies to ensure compliance with all local, state & federal regulations related to facilities & grounds; advises Branch Executive Director on maintenance issues & projects as required; develops budgets supporting the preventative & annual maintenance plans & monitors expenditures against budget; maintain equipment maintenance record logs & forms as required; recruits, hires, trains, schedules & directs assigned staff & volunteers including review & performance evaluations; prepares manuals & other materials to maintain OSHA compliance & contract services; participates in the Y's annual Partner Campaign, special events, fundraisers & other activities developed at the branch.

- o Bachelor's degree in facility management or a related field or equivalent background suited to the requirements of the position.
- o Three or more years experience in facility management or closely related field.
- o Working knowledge of mechanical, electrical & plumbing systems, carpentry & other maintenance related areas.
- o Skills in supervision, budget management & project management.
- o Must possess good written & verbal communication skills.
- o Professional, self-motivated & reliable.
- o Must be able to establish & maintain productive & harmonious relationships with other staff members, branch board members & branch members to create & maintain a positive image of the branch.
- o Pool & boiler certifications suggested.
- o Basic computer skills include MS Office Suite & able to learn Y software (CCC).
- o Ability to respond to safety & emergency situations.
- o While performing the duties of the job, must be able to climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, climb ladders, walk, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear & have visual acuity.
- o Able to perform work both indoors & out, may require travel to various locations. While performing duties, employee is exposed to weather conditions prevalent at the time.
- o Must be able to pass background & drug screening.
- o Must be able to complete within 30 days of hire:
  - o Current software (CCC) training
  - o CPR/AED-Pro and First Aid certification
  - o Required Redwoods Risk Management online training
  - o Attend New Hire Orientation

## Custodian/Maintenance

Two openings available (1 female; 1 male) to perform the routine housekeeping task (vacuum, mop, dusting, clean & sanitize bathrooms & locker rooms, windows & mirrors, disinfect door knobs, railings & tables, empty trash) to maintain the facility and grounds to Y standards. Perform minor repairs & maintenance as needed and keep property manager informed of unusual conditions or major items that need attention. Make sure all incidentals are properly stocked (TP, paper towels, soap, etc.). Ensure VCT floors are properly maintained and able to strip, wax and run floor buffer. Assist property manager as needed. Must always follow all safety and risk management policies and procedures and must be respectful and courteous to members and staff in the facility at all times. Flexible hours working 8-10 hours per week, 3-4 days per week with some weekends due to events.

- o Must be at least 18 years of age.
- o Completed technical high school.
- o Have a minimum of one year maintenance experience.
- o Able to lift up to 50 lbs; climb ladders/scaffolding; stand for long periods of time; bend, squat and be of good physical health required to perform the job tasks.
- o Must maintain a neat and clean appearance.
- o Able to read and write clearly.
- o Must be dependable, punctual and properly dressed for the position.
- o Must have current CPR/AED-Pro and First Aid certification or obtain within 30 days of hire.
- o Must complete Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

## Lifeguards

Lifeguards are to ensure the safety and welfare of all participants and employees in and around the aquatics environment at all times. Primary responsibility is to maintain order throughout the swimming pool and deck areas to prevent possible safety hazards and taking final authority in all situations. Must effectively and clearly communicate and enforce pool rules and policies to prevent accidents. Pool maintenance and cleaning is to be performed when not actively involved in surveillance and all daily aquatic activity and chemical testing logs must be completed.

- o Must be at least 16 years of age.
- o Current certification in ASHI or American Red Cross CPR/AED-Pro, First Aid and Oxygen Administration.
- o Current YMCA, American Red Cross or Ellis Lifeguard training and certification.
- o Crossover to YMCA Lifeguard certification within 1 year of hire.
- o Must have an interest in working with all types of people.
- o Able to move to various locations, including in and around an elevated chair.
- o Communicate verbally, including projecting the voice across distances.
- o Be able to hear noises and distress signals.
- o Observe all areas of the water area.
- o Perform all needed rescues and survival skills.
- o Be dependable and reliable.
- o Able to pass a background & drug screening.
- o Must complete required Redwoods Risk Management online training and 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 Risk Management 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.

### Fitness Custodian

The Fitness Custodian is responsible for the cleanliness of the Fitness/Wellness Center by performing routine facility cleaning and minor repairs. Shifts needed are early morning 6am-9am and evenings 6pm-9pm. Duties include: Cleaning all exercise equipment including but not limited to: Cardio, strength machines, free weights & lift bars, cycle bikes, TRX & rowing machines plus general exercise equipment & mats; dust, mop, clean mirrors & windows; check, refill or replace: paper towels, wet wipes, anti-bacterial gel; pick-up any debris & trash; routinely walk fitness areas to ensure all surfaces & spaces are clean & sanitary. Perform minor repairs as needed and report more serious issues to the Fitness and/or Branch Director. Ensure excellent member service by addressing member concerns in a professional and timely fashion.

- Must be at least 17 years of age.
- Able to perform all the physical aspects of the position which includes but not limited to: Standing for extended periods of time, moderate lifting, walking, bending, stooping, kneeling, reaching & twisting.
- Able to read & write clearly.

- Must be responsible & professional, punctual & reliable.
- Must be able to pass background and drug screening.
- 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 and attend New Hire Orientation within 30 days of hire.

### Personal Trainers

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. All personal training appointments are made outside scheduled floor coverage time. 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.
- All personal trainers are required to work 4-12 hours per week on the fitness floor.
- 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 be able to pass background and drug screening.
- Must have current CPR/AED-Pro and First Aid certification or obtain within 30 days of hire.
- Must complete required Redwoods online training and attend New Hire Orientation within 30 days of hire.

### GEX Instructors - TRX

Certified GEX instructors needed with TRX certification. 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 plus specialty certification.
- 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.

### Kids Zone Attendant

Kids Zone attendants are needed for a variety of shifts including afternoons, evenings and weekends. The attendant is responsible for the safety of all participants in the Kids Zone while providing a nurturing and mentally stimulating educational experience. Will maintain a safe and clean environment for the children, interact and supervise play of the children, maintain discipline within the group,

maintain required daily attendance records accurately and maintain the YMCA standards for customer service. A minimum of 4 hours per week is required with one weekend shift per month.

- Must be at least 16 years of age.
- Must have the ability, desire and basic skills to work with children ages 3 months to 7 years.
- Have good verbal communication skills.
- Must be organized, responsible, dependable and punctual.
- Able to lift up to 30 pounds, stand, sit, squat, bend and reach repeatedly during shift.
- Able to pass a Level II (fingerprint) 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 and 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. Requires a minimum of 12 hours per week with a variety of shifts available (afternoon, evenings and weekends).

- 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) to the appropriate contact listed below. You may email, mail or drop off your application. No phone calls please.

#### Aquatics:

Courtney Hancock  
[chancock@manateeymca.org](mailto:chancock@manateeymca.org)  
5100 Lakewood Ranch Blvd.  
Bradenton, FL 34211

#### Youth Sports & Day Camp:

Colby Hall  
[chall@manateeymca.org](mailto:chall@manateeymca.org)  
5100 Lakewood Ranch Blvd.  
Bradenton, FL 34211

Fitness and Wellness & The Arts:

Graham Anderson  
[ganderson@manateeymca.org](mailto:ganderson@manateeymca.org)  
5100 Lakewood Ranch Blvd.  
Bradenton, FL 34211

Membership:

Terry Bissell  
[tbissell@manateeymca.org](mailto:tbissell@manateeymca.org)  
5100 Lakewood Ranch Blvd.  
Bradenton, FL 34211

Property Maintenance:

Josh Easto  
[jeasto@manateeymca.org](mailto:jeasto@manateeymca.org)  
5100 Lakewood Ranch Blvd.  
Bradenton, FL 34211

Fitness General Exercise Instructors:

Carol Knutson  
[cknutson@manateeymca.org](mailto:cknutson@manateeymca.org)  
5100 Lakewood Ranch Blvd.  
Bradenton, FL 34211

Kids Zone; Teens Zone; Family Programs

Christine Kramer  
[ckramer@manateeymca.org](mailto:ckramer@manateeymca.org)  
5100 Lakewood Ranch Blvd.  
Bradenton, FL 34211