

MANATEE Y JOB OPENINGS EFFECTIVE AUGUST 25, 2017

LAKWOOD RANCH BRANCH

(All Jobs are Part-Time unless otherwise noted)

Property Manager Full-Time

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.

Personal Trainer Manager Full Time

The position will oversee the Personal Training side of the Athletic and Performance Foundation Department. Position includes but is not limited to: 1 on 1 training; small group training; performance metrics evaluations; scheduling; staffing and staff education. Hours will vary from early mornings to late evenings with some weekends.

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. 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. Will ensure all personal training staff follow the Y standards of customer service, branch and employee policies and procedures at all times.

- o Minimum of 5 years in the fitness industry with managerial experience.
- o Must have current personal training certification from a nationally recognized organization such as ACSM, AFAA, ACE, NSCA or NASM.
- o Master's Degree in Exercise Science or related field, PT certification with 4 years of experience in a fitness industry as a manager is preferred but not required.
- o Must attend continuing education programs as required to keep your certification current.
- o Must exemplify a healthy lifestyle, have a professional appearance, be punctual and reliable.
- o Must have a positive, upbeat attitude.
- o 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.
- o Hourly rate and Training rate will be commensurate with experience.
- o Must be able to pass background and drug screening.
- o Must have current CPR/AED-Pro and First Aid certification or obtain within 30 days of hire.
- o Must complete required Redwoods 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.

Membership Engagement Specialist

The Membership Engagement Specialist provides follow-up support for the membership sales and new member engagement activities. As prescribed in the Y Onboarding 30, 60 and 90-day Members Engagement Program you are responsible for initial phone calls and emails to new and prospective members. Follow-up phone calls and emails to all member prospects, day pass participants and visitors and other duties as required in the program. Provide information based on the interests and needs of the prospective member. Enters prospective member's information into CCC, record their interest and enlist the support of other Y staff to make contact with potential members. Monitors new member program and gate visit activity for follow-up contact and encouragement. Will participate in community events to promote membership and programs, conduct member tours as needed and serve as back-up support for membership sales staff as needed.

- Must be at least 18 years of age.
- Possess excellent human relation skills to a diverse group of people from all social and economic segments of the community.
- Demonstrates good moral character and will adhere to and promote the YMCA Mission and character development values.
- Able to handle stressful situations in a positive manner.
- Must be organized, detail oriented and able to multi-task.
- Have good written and verbal communication skills.
- Proficient with a computer, keyboard and Microsoft Office suite (Outlook, Word, Excel).
- Able to successfully complete on-the-job training of Y software (CCC).
- 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.

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
5100 Lakewood Ranch Blvd.
Bradenton, FL 34211

Youth Sports & Day Camp:

Colby Hall
chall@manateeymca.org
5100 Lakewood Ranch Blvd.
Bradenton, FL 34211

Fitness and Wellness:

Graham Anderson
gandersonmanateeymca.org
5100 Lakewood Ranch Blvd.
Bradenton, FL 34211

Fitness General Exercise Instructors:

Carol Knutson
cknutson@manateeymca.org
5100 Lakewood Ranch Blvd.
Bradenton, FL 34211

Membership:

Terry Bissell
tbissell@manateeymca.org
5100 Lakewood Ranch Blvd.
Bradenton, FL 34211

Kids Zone; Teens Zone; Family Programs

Christine Kramer
ckramer@manateeymca.org
5100 Lakewood Ranch Blvd.
Bradenton, FL 34211

Property Maintenance:

Stacey McKee
smckee@manateeymca.org
5100 Lakewood Ranch Blvd.
Bradenton, FL 34211