

MANATEE Y JOB OPENINGS EFFECTIVE August 2, 2017

SOUTH MANATEE PROGRAM BRANCH

(All Jobs are Part-Time unless otherwise noted)

YMCA Reads Site Coordinator

The Y-Reads Site Coordinator position is a full-time exempt position directly responsible for the supervision, coordination, volunteer recruitment, retention and training of the program.

Duties include but aren't limited to: Plan and implement appropriate daily lesson/mentoring plan & support volunteers (mentors) in carrying out activities; Train Y staff on management of the YMCA Reads program management, literacy skills, volunteer recruitment and retention; manage volunteer recruitment training; establish community and corporate relationships in order to promote the program; organize and present events and activities aimed at volunteer retention and appreciation; develop Family Nights to encourage family support of the program objectives; maintain client and staff confidentiality; build relationships with school staff to promote a team approach to youth mentoring; assist with annual budget of program with director; follow all policies and procedures as required of the program and YMCA; maintain accurate records and complete required reporting requirements accurately and on time to stay in compliance.

- o Must be at least 21 years of age.
- o Bachelor's degree in elementary education preferred.
- o Minimum 1-2 years experience in education, volunteer development, marketing, public relations, problem solving and mentoring.
- o Must have strong administrative skills and be detailed oriented.
- o Possess excellent verbal and written communication skills.
- o Experienced in childcare management or school age literacy.
- o Experienced in volunteer recruitment, training and retention.
- o Ability to interpret, adapt and apply guidelines and procedures.
- o Ability to work independently, utilizes initiative, stay organized and meet deadlines with minimal reminders.
- o Able to work as a team member and leader.
- o Able and willing to work with a diverse group of people.
- o Must be a self starter with a positive attitude with a professional appearance.
- o Have strong computer skills in a Windows environment. Know MS Office Suite and able to learn industry specific software.
- o Must be able to meet the physical demands of the positions: Lift up to 30 pounds, have full range of motion, including finger and hand dexterity, eye coordination, able to see, hear and speak to normal range. Able to sit and stand for extended period of time, bend, squat and reach.
- o Able to occasionally work under stressful conditions and work irregular hours.
- o Must be able to pass Level II (fingerprint) and drug screening.
- o Must have ASHI 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.

YMCA Reads Assistant

This part-time position is a critical component to the YMCA Reads program. Working under the guidance of the Director and/or Site Coordinator to provide administrative assistance, teach classes, train volunteers and work with the students and parents.

Responsibilities include assist in the required sign-in/sign-out procedures; maintaining the program records and keep organized; ensure the tutoring areas are healthy, safe and conducive to learning; promote the program within the school, assist with developing lesson plans, prepare material for the volunteers; enter daily data into OUNCE program as required, and participates in planning sessions. Build working relationship with parents for good communication to ensure strong attendance and when behavioral issues occur. Maintains a warm and friendly manner with staff, children, parents and volunteers at all times. Assists with the annual Family Night event; completes all instructional tasks

required by the program director and/or site coordinator and always maintains program and student confidentiality.

- Must be at least 21 years of age.
- Must possess an education background suited to the requirements of the position. A.A. degree or higher preferred and experience in early childhood education/early literacy preferred but not necessary.
- Bi-lingual preferred but not required.
- Excellent written and oral communication skills,
- Able to handle stressful situations in a positive manner.
- Able and willing to work with a diverse group of people.
- Must be computer literate with experience with MS Office Suite and able to learn industry specific software.
- Must be highly organized, able to prioritize work and possess good time management skills.
- Must be physically capable of observing and listening for children at all times in order to quickly reach a child and/or situation to prevent harm.
- Physically able to lift 30 pounds; sit or stand for extended periods, including walking, bending, stooping, lifting, and cleaning, finger and hand dexterity and eye coordination; normal vision, speech and hearing to normal range.
- Must be able to pass Level II (fingerprint) and drug screening.
- Must have ASHI CPR/AED-Pro and First Aid certification or obtain within 30 days of hire.
- Must complete Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

Before/After School Support Staff

The Y-DASH program has openings for the Before/After School Child Care program at various schools in the county plus at the Y's 59th Street Bradenton Branch for the 2017-2018 school year. Must be responsible and outgoing, a relationship builder, a communicator and willing to interact positively with the children, parents, school personnel and Y staff. You will greet parents and children with a smile; supervise homework time, plan and initiate activities and experiences with the children in a safe environment. Shifts are 7am-9am and/or 3:30pm-6pm.

- Must be 18 years of age or older.
- Capable of lifting 40 pounds.
- Have a basic understanding of child development.
- Must be prompt and reliable.
- Must adhere to all attendance, child abuse and staff policies and procedures.
- Able to pass a level II (fingerprint) and drug screening.
- Must have or complete within 30 days of hire, CPR/AED-Pro and First Aid certification.
- Must complete Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

Middle School Teachers

The Y-DASH program has openings for the 2017-2018 school year for Certified Teachers in their before/after school program at various middle schools in Manatee County. Hours are 7am until school starts and after school from 3:30-6pm.

Teachers are responsible for academic tutoring, supervision of group and planning activities, ensuring all safety procedures are followed according to YMCA policies and procedures. Must practice good student, parent and school communications; build a sense of community within your site; serve as a relationship builder for students; plan and initiate activities and experiences that focus on all areas of development with consideration given to each child's individual needs; work together with the Site Director to coordinate lesson planning; ensure the program environment reflects the programs' goals, philosophy and mission; teach children self help skills and provide opportunities for social, emotional and intellectual independence; use positive verbal and non-verbal communication with children to build trusting and stable relationships; perform any other duties as assigned by the Site Director.

- Possess teaching certification as appointed by Florida State Guidelines.

- Able and willing to work with all children regardless of age, sex, race, religion, family background or ability.
- Have a basic understanding of child development and be able to plan and carry out developmentally appropriate activities.
- Must understand the difference between discipline and punishment.
- Must be patient and able to make sound judgments while interacting with the children.
- Must be physically capable of observing and listening for children at all times in order to quickly reach a child and/or situation to prevent harm.
- Physically able to lift 40 pounds; sit or stand for extended periods, including walking, bending, stooping, lifting, and cleaning.
- Must have a positive, upbeat attitude.
- Have a professional appearance, be reliable, prompt and maintain excellent attendance.
- Must adhere to all attendance, child abuse and staff policies and procedures.
- Attend required staff meetings
- Able to pass a level II (fingerprint) and drug screening.
- Must have or complete within 30 days of hire, CPR/AED-Pro and First Aid certification.
- Must complete Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

Y-READS VOLUNTEERS: [Want to make a difference in a child's life by helping them learn to read? Are you bilingual? See the bottom of the volunteer page for more information.](#)

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? How about church or 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.

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

For Y-DASH

Rhiannon Blaney
rblaney@manateeymca.org
 1023 Manatee Ave W, 6th Floor
 Bradenton, FL 34205

For Y-READS:

Dr. Moira Hendricks
mhendricks@manateeymca.org
 3805 59th Street West
 Bradenton, FL 34205

For Gang/Youth Outreach:

Pastor Jerry Parrish
jparrish@manateeymca.org
 1023 Manatee Ave W, 6th Floor
 Bradenton, FL 34205