

MANATEE Y JOB OPENINGS EFFECTIVE JANUARY 12, 2018

LAKWOOD RANCH BRANCH

(All Jobs are Part-Time unless otherwise noted)

Aquatic Director (Multi-Branch) Full Time Exempt Position

Responsible for providing leadership, direct supervision and oversee all aspects of the Y's pools and aquatics programming for the Association. This includes development, coordination, planning, administration, fiscal management, marketing, supervision and coordinate coverage and scheduling with the assistance of lead staff for two branch pools and one seasonal pool. Ensure a high level of customer service, member and program participant safety and develop community relationships. Oversee the execution of the Instructional Swim Lesson programs at all branches and developmental Swim Teams at all branches. Following all State and Federal laws to recruit, hire and train staff. Responsible for quality staff on-boarding, train in our Y policy and procedures, ensure staff required certifications are current, oversee in-service trainings and drills, and complete semi-annual and annual staff evaluations. Assist Marketing Director with aquatics portion of program guides and enter programs into CCC software for registrations. Responsible for the overall pool condition: Cleaning, regular maintenance and work closely with the Property Manager for mechanical issues.

- Bachelor's degree in related field preferred or equivalent combination of education and experience.
- Must have a min. of two years management experience.
- Current certification in American Red Cross or AHSI CPR/AED-Pro, First Aid and Oxygen Administration (AHSI conversion within 30 days of hire).
- Current Lifeguard Certification (YMCA conversion within 60 days of hire)
- Current YMCA Lifeguard Instructor certification or obtain within 6 months of hire.
- Current YMCA Swim Lessons Instructor certification or obtain within 6 months of hire.
- Serve as AHSI Training Center Director, ensuring all branch trainers comply with the terms and conditions set forth by AHSI.
- Must be comfortable in public speaking.
- Possess excellent human relation skills to a diverse group of people from all social and economic segments of the community.
- Able to stay calm and positive in stressful situations.
- Possess the ability to be flexible and be open to new ideas, changes and procedures, as well as a willingness to learn.
- Must be highly organized, detail-oriented and able to multi-task while effectively leading staff and facilities in multiple locations.
- Good computer skills with experience in Microsoft Office Suite. Able to understand and complete current software (CCC) training.
- Excellent written and oral communications skills.
- Must be dependable and professional.
- Must be able to work frequent long periods of 45-180 minutes of moderate to heavy work. Including: standing, walking, bending, stooping, lifting, sitting and cleaning.
- Must be able to pass background and drug screening.
- Must complete Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

Sports Group Leader At Oneco Elementary School

Opening for a Sports Group Leader to work Monday thru Thursday from 3-6pm at Oneco Elementary School to oversee the after school program. Responsible for written daily plans (provide to director); teach kids fundamentals of soccer and basketball; responsible for and ensuring the safety of all program participants; keep up-to-date records of the program participants; have equipment and supplies for each day's activities ready and set-up.

- Knowledge of soccer and basketball fundamentals.

- Able to work with a diverse group of people from all social and economic segments of the community.
- Ensure all children's individual needs are met with dignity and respect.
- Ensure all safety procedures are followed according to YMCA policies and procedures.
- Perform any other duties as assigned by Youth Sports Director.
- Build relationships with children, families, as well as the school staff. Build a sense of community within your site and enhance your commitment to the YMCA mission.
- Must be able to communicate and interact positively with children, parents and school personnel.
- Greet parents, children and other persons that enter the program site.
- Must know where all children are at all times.
- Must be at least 17 years of age.
- Able to pass level II (fingerprint) background and drug screening.
- Must complete Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

Custodian/Maintenance

One opening for a female custodian is available 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.

- Must be at least 18 years of age.
- Completed technical high school.
- Have a minimum of one year maintenance experience.
- 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.
- Must maintain a neat and clean appearance.
- Able to read and write clearly.
- Must be dependable, punctual and properly dressed for the position.
- Must have current 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.

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.

- o Demonstrates good moral character & will adhere to and promote the Y's mission & character development values.
- o Must have current CPR/AED-Pro & First Aid certification or obtain within 30 days of hire.
- o 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
 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
ganderson@manateeymca.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:

Courtney Hancock
chancock@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:

Jeremiah Lavigne
jlavigne@manateeymca.org
 5100 Lakewood Ranch Blvd.
 Bradenton, FL 34211