

MANATEE Y JOB OPENINGS EFFECTIVE MAY 10, 2018

LAKEWOOD RANCH BRANCH

(All Jobs are Part-Time unless otherwise noted)

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).

- o Must be 18 years of age.
- o Possess good oral & written communication skills.
- o Must be friendly & engaging to build professional relationship with members.
- o Proficient with a computer & keyboard.
- o Must be dependable, flexible, have a willingness to learn, organized, detail oriented & able to multi-task.
- o 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 Risk Management online training and New Hire Orientation within 30 days of hire.

Lifeguards

Certified part-time lifeguards needed for morning and afternoon shifts, Monday through Sunday. 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.

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

Swim Lessons Instructor

Certified part-time swim instructors needed for weekday evenings shifts and Saturday morning 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 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 NSCA-CSCS, NSCA-CPT, NASM, AFAA, ACE, 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 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.


Basketball Referee

A basketball referee is need for Friday evenings and Saturdays 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.

- Must be a least 16 year of age and mature enough for this responsibility.
- Must be knowledgeable in youth sports basketball.
- 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.
- 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.

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 at your church? How about school events or projects?

Qualified applicants will be contact via email and you will be emailed with a link to  to invite your references to complete a survey relating to your qualifications to work for the Y.

All applicants must be able to pass background and drug screening. Day camp and child care positions must pass Level II , Fingerprint screening.

Submit completed Y employment application.

(Found on the Employment page of our web site)

Make sure you specify on the application the position you are applying for.

Make sure you have included a legible Email address as this is how we will contact you.

Mail your completed application to:

Human Resources

1023 Manatee Ave W, 6th Floor

Bradenton, FL 34205

Or Email to:

tbissell@manateeymca.org OR

csteinhauer@manateeymca.org

No phone calls please.