

## MANATEE Y JOB OPENINGS EFFECTIVE DECEMBER 21, 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, openings for days, evenings and some 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 training & New Hire Orientation within 30 days of hire.

#### Seasonal Day Camp Counselors

Seasonal day camp counselors are needed for Spring break and Summer Camp. Y camp programs are a fun, exciting place for kids to spend their summer days. We're looking for talented & caring counselors to lead & guide campers so they'll have a meaningful experience & make a positive impact in their lives through our day-to-day programs. Weekly activities include swimming, group games, sports, arts & crafts, field trips, clubs and more. Camp participants age range from K to 8<sup>th</sup> grade.

- o Must be 18 years of age.
- o Energetic, patient & creative.
- o Must be able to lead campers in games, swim, sing songs, lead a variety of sports, assist campers with their arts & craft projects plus focus on values & character building.
- o Be responsible for the safety & supervision of your assigned group of campers.
- o Must be able to work with youth & families from a variety of backgrounds.
- o Must be able to work independently & as part of a team.
- o Must be able to pass a Level II screening (fingerprint) & drug screening.
- o Must complete CPR/AED-Pro & First Aid certification, required Redwoods online training & required camp training prior to the first day of camp.
- o Must practice the YMCA core values of caring, honesty, respect & responsibility at all times.

#### Swim Lessons Instructor

Certified part-time swim instructors needed 5-8pm Mon-Thurs and 9-11:30am Saturday. 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.

### Lifeguards

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

- Must be a least 17 years of age with either YMCA, American Red Cross or ASHI Lifeguard certification plus CPR/AED-Pro & First Aid.
- Must be able to perform strenuous physical tasks necessary for a water rescue.
- Knows/reviews all emergency procedures & responds to emergency situations immediately in accordance with YMCA policies & procedures & completes related reports as required.
- Adequate ability to hear noises & distinguish distress signals.
- Must be able to communicate verbally, including projecting your voice across a distance in normal & loud situations.
- Must be able to stay alert & able to sit or stand for an extended period of time.
- Ability to continuously scan all areas of the pool with clear vision.
- 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.

### 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. If mailing, send your completed application and cover letter to:

Manatee YMCA – Lakewood Ranch  
 Attn: select from list below  
 5100 Lakewood Ranch Blvd.  
 Bradenton, FL 34211

Aquatics:

Courtney Hancock  
[chancock@manateeymca.org](mailto:chancock@manateeymca.org)

Fitness and Wellness:

Kyle Ferrell  
[kferrell@manateeymca.org](mailto:kferrell@manateeymca.org)

Membership, Kids Zone

Lisa Strutt  
[lstrutt@manateeymca.org](mailto:lstrutt@manateeymca.org)

Property Maintenance:

Shawn Simmons  
[ssimmons@manateeymca.org](mailto:ssimmons@manateeymca.org)

Youth Sports & Day Camp:

Colby Hall  
[chall@manateeymca.org](mailto:chall@manateeymca.org)

Fitness General Exercise Instructors:

Carol Knutson  
[cknutson@manateeymca.org](mailto:cknutson@manateeymca.org)