

MANATEE YMCA JOB OPENINGS EFFECTIVE February 14, 2019

PARRISH BRANCH

(All Jobs are Part-Time unless otherwise noted)

Fitness Coach I

Fitness Coach for the 3p-6p shift with flexibility is needed. You will engage new members and follow them through their initial "6 Weeks to Fitness Success". You'll set goals, design individualized exercise program based on each member's age and fitness level, educate the member on general fitness principles for healthy living and monitor progress.

You are responsible for the member's safety, track their appointments, document progress and meet weekly with the fitness director on member's progress. Must be professional, dependable and able to enforce and adhere to all rules and regulations of the fitness center and training policies. Knowledge of basic fitness principles, anatomy and physiology.

- o Know how to take blood pressure, measurements and calculate target hear rate.
- o Must exemplify a healthy lifestyle, have a professional appearance, be punctual and reliable.
- o Have a positive, upbeat attitude.
- o Must be able to work with a variety of clients and those with special medical concerns.
- o Able to pass a background & drug screening.
- o Must be able to complete the following training within 30 days of hire:
 - o YMCA Foundations of Strength & Conditioning or have current Personal Training Certification.
 - o YMCA Healthy Lifestyle course.
 - o Fitness Instructor Training with Fitness Director.
 - o Activtrax Training (online).
 - o Able to pass background and drug screening.
 - o Have current CPR/AED Pro and First Aid certification or complete within 30 days of hire.
 - o Must complete Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

Kids Zone Attendant

The Kids Zone Attendant provides a safe environment for participants, ages 3 months to 7 years. Interacts and supervise the children playing while their parents enjoy Y classes and programs. Attendant must have a patient and calm demeanor while providing age appropriate educational play and reading time. Responsible for maintaining accurate daily attendance records and proper check in/out of the children; maintain and clean all toys, equipment and playroom daily. Three shifts available: 8am-Noon, 9am-Noon and 4pm-8pm Monday-Friday and 8am-noon on Saturday. Flexibility in schedule is needed.

- o Must be least 16 years of age.
- o Must have the ability, desire and basic skills to work with children of this age group.
- o Be dependable and reliable.
- o Have current CPR/AED-PRO and First Aid certification or obtain within 30 days of hire.
- o Complete required Redwoods 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, shifts are Mon-Fri 5:15a-9a; 9a-1p; 1p-5p; 5p-9p and Sat 6:45a-Noon & Noon-5pm.

- 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.

- 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

Summer Day Camp Director

Under the guidance of the Branch Executive Director & Program Lead, the Summer Day Camp Director will be responsible for the administration of the branch day camp programs. Responsibilities include but are not limited to:

- Assisting in the interview process for hiring camp counselors.
- Assisting in the on-boarding and orientation of the camp new hires.
- Creating and building the best camp program.
- Responsible for program growth, program retention and overall program satisfaction.
- Actively participate in the preparation and delivery of the training curriculum for all staff and volunteers. Track completion of online training and certifications by counselors to ensure completion before the start of camp.
- Assemble weekly rosters for all camps (regular and specialty) for morning sign in. Ensure payment for the week has been paid before participation.
- Complete and have ready the Friday before, the weekly work schedule for counselors for proper coverage and hour limitations are complied with.
- Plan weekly activities. Coordinate as needed with other directors (aquatics; fitness) on use and scheduling in their departments.
- Field Trips: Assist with the planning and implementation of the trips (facility payment; Y bus)
- Must keep accurate attendance sheet; keep all paperwork on campers; always know how many campers you have.
- Monitor your camp counselors, making sure they are following their training and Y policies and procedures.
- Understand employment laws of minors that may be working as support staff.
- Ensure counselors are properly completing their payroll time sheets.
- Assist with season end staff evaluations.
- Will provide exception customer service to parents and guardians and ensure all staff do to.
- Must be 21 years of age with a minimum of two years related experience.
- Must have an education background suited to the requirements of the position.
- Have strong organizational skills, written and verbal communication skills and computer skills.
- Must have the ability to process confidential information through a firm understanding of the branch chain of command.
- Exercise self-motivation and reliability to ensure proper follow-up to the Branch Executive Director and/or the Program Lead on program matters.
- Must be able to delegate appropriate responsibilities to assisting staff in order to accomplish necessary tasks.
- Must be professional in appearance, following the dress code and wearing staff ID or name badge.
- Must be dependable and reliable.
- Must be able to pass level II (fingerprint) and drug screening.
- Must complete CPR/AED-Pro & First Aid certification, required Redwoods online training & required camp training prior to the first day of camp.

Seasonal Day Camp Counselors


Seasonal day camp counselors are needed for the 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 8th grade.

- Must be 18 years of age.
- Energetic, patient & creative.
- 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.

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 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:

Manatee YMCA – Parrish Branch
 12214 US 301 N
 Parrish, FL 34219

Fitness:

[Amy Skillman](mailto:askillman@manateeymca.org)
askillman@manateeymca.org

Membership & Kids Zone:

[Summer Snyder](mailto:ssnyder@manateeymca.org)
ssnyder@manateeymca.org

Day Camp:

[Jamie Rusnak](mailto:jrusnak@manateeymca.org) or [Jamie Straub](mailto:jstraub@manateeymca.org)
jrusnak@manateeymca.org

No phone calls please.