

MANATEE Y JOB OPENINGS EFFECTIVE March 20, 2019

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. Position requires a minimum of 12 hours per week, openings for 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.

Kids Zone Attendant

The Kids Zone Attendant provides a safe environment for participants, ages 3 months to 5 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.

- 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.

Summer Day Camp Director

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

- o Assisting in the interview process for hiring camp counselors.
- o Assisting in the on-boarding and orientation of the camp new hires.
- o Creating and building the best camp program.
- o Responsible for program growth, program retention and overall program satisfaction.
- o 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.
- o Assemble weekly rosters for all camps (regular and specialty) for morning sign in. Ensure payment for the week has been paid before participation.
- o Complete and have ready the Friday before, the weekly work schedule for counselors for proper coverage and hour limitations are complied with.
- o Plan weekly activities. Coordinate as needed with other directors (aquatics; fitness) on use and scheduling in their departments.
- o 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 exceptional 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 Program Director 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.

Summer Day Camp Assistant Director

The Seasonal Assistant Day Camp Director will provide leadership for camp activities, supervise staff, develop programs & provide a fun-filled environment with opportunities for growth & development for campers & staff. Assists camp director in the administration of the branch day camp programs. Responsibilities include but are not limited to:

- Assists Camp Director with training and development of the counselors, volunteers and support staff.
- Actively participates in the preparation and delivery of the training curriculum for all staff and volunteers.
- Ensures all staff completes required training and certifications prior to the start of camp.
- Has read, understands and enforces the policies and procedures in the Employee Handbook.
- Assists Camp Director in the administration and development of camp programs to create and build the best camp program.
- Assembles weekly rosters for each camp.
- Assists with the maintenance of all program records to insure their accuracy, are organized and secure.
- Assist in planning of all weekly camp-related duties, including: program promotion, supervision, community relationship building, field trips and supervision of staff and day-to-day operations.
- Ensure the YMCA standards of customer service are followed.
- Maintain open communication with the Program Director and Camp Director to achieve and maintain the highest standards possible.
- Must be 21 years of age.
- Must bring to the position an education background suited to the requirements of the position.
- Must possess strong organizational skills and equally effective verbal and written communication skills.
- Have the ability to relate effectively to a diverse group of people from all social and economic segments of the community.
- 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 Program Director on department matters.
- Must be able to pass a Level II screening (fingerprint) & 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 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. Two shifts available Mon-Fri covering 7am-6pm.

- 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.
- Be responsible for the safety & supervision of your assigned group of campers.
- Must be able to work with youth & families from a variety of backgrounds.
- Must be able to work independently & as part of a team.
- Must be able to pass a Level II screening (fingerprint) & drug screening.
- Must complete CPR/AED-Pro & First Aid certification, required Redwoods online training & required camp training prior to the first day of camp.
- Must practice the YMCA core values of caring, honesty, respect & responsibility at all times.

Lifeguards

Certified part-time lifeguards needed to cover a variety of shifts. 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 & Youth Sports & Day Camp:

Colby Hall

chall@manateeymca.org

Fitness and Wellness:

Kyle Ferrell

kferrell@manateeymca.org

Fitness General Exercise Instructors:

Carol Knutson

cknutson@manateeymca.org

Membership, Kids Zone

Lisa Strutt

lstrutt@manateeymca.org

Property Maintenance:

Shawn Simmons

ssimmons@manateeymca.org