

## MANATEE Y JOB OPENINGS EFFECTIVE March 20, 2019

### SOUTH MANATEE PROGRAM BRANCH

(All Jobs are Part-Time unless otherwise noted)

#### Seasonal Day Camp Counselors

Harllee Camp & LaMirada Camp

June 3<sup>rd</sup> to July 26<sup>th</sup>

Part-Time seasonal day camp counselors are needed for our new summer camp program at LaMirada and at Harllee Middle School from 8am-1:30pm. 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 group games, sports, arts & crafts, Character development, reading and more. Camp participants age range from 1<sup>st</sup> graders to 8<sup>th</sup> graders with one counselor for every 15 children.

- o Must be 18 years of age.
- o Energetic, patient & creative.
- o Must be able to lead campers in games, sing songs, lead a variety of sports, assist campers with their arts & craft projects plus focus on values & character building.
- o For the LaMirada camp, counselors must be able to swim.
- 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 socioeconomic 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.

#### Lifeguards

For LaMirada Camp

Two Certified part-time lifeguards will be needed Tuesday/Thursday for 3 hours for the LaMirada Camp. Must be reliable & focused to ensure the safety of all participants in the aquatics environment at all times. Maintain a professional appearance, follow dress code, arrive on time for your shift & follow Y policies & procedures.

- o Must be a least 18 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

For LaMirada Camp

Two Certified part-time swim instructors needed Tuesday/Thursday for 3 hours for the LaMirada Camp. Teach group swimming lessons to camp participants 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 brought in for camp is maintained properly & report broken or damaged equipment to the program director timely.

Maintain a professional appearance, follow dress code, arrive on time for your shift & follow Y policies & procedures.

- Must be at least 17 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 complete prior the start of camp.
- 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.

**Starting August 2019**  
**Lakewood Ranch YMCA Branch After School Program from 3:30pm-6pm**

**Site Director**

The responsibility of the site director is to plan developmentally appropriate activities and experiences for the children in a safe manner; schedule and supervisor the support staff after school sessions; plan with your staff a written lesson plan and schedule of activities each month; ensure program supplies needed are on hand, equipment being used is functioning as needed and report any needs and issues to DASH Director promptly. The site director is responsible for the safety of participants and staff within the program through ongoing training and reinforcement of policies and procedures. Ensure excellent communication and courteous behavior between staff, students, parents and community. Must plan and implement at least two community recognition events each school year; write and create twice a year, a Parent/Student Newsletter and plan and implement annual fund raiser. The site Director is responsible for new employee orientation at the site and the processing of semi-monthly time sheets for payroll. Must collect child care tuition payments when due, whether weekly or quarterly payments. But most of all, make sure the children are challenged in the programs to learn, grow and have fun. This site director will meet the Y school bus at Freedom, Gullette and McNeal to ensure the correct children get on the bus to be transported to the branch.

- Must be 21 years of age and able to meet pre-employment and drug screening requirements.
- Prefer a certified teacher as appointed by Florida State Guidelines.
- Be able and willing to work with all children regardless of age, sex, race, religion, family background or ability.
- Must understand and be able to teach children the concepts of mutual respect, caring honesty and responsibility.
- Be patient and able to make sound judgments while interacting with children in a timely manner on a daily basis.
- Must be able to communicate, train and mentor staff on an ongoing basis.
- Have the ability to be flexible and to be open to new ideas and changes that enhance the program quality.
- Ensure YMCA Child Care Policy and Procedures are made common knowledge and followed at all times.
- Must read, know and sign the YMCA child Abuse Pamphlet, Employee Policy Handbook and Staff Pledge.
- Able to handle stressful situation in a positive manner.
- Have physical capability to lift 40 pounds; listen and observe children at all times; stand and/or sit for extended period of time; stoop, bend, reach, kneel and able to quickly reach a child and/ or situation to prevent harm.
- Must have current ASHI 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.

## Support Staff

The Y-DASH program will need Support Staff for the new After School Child Care program at the Lakewood Ranch Branch. Must be responsible and outgoing, a relationship builder, a communicator and willing to interact positively with the children, parents, school personnel and Y staff. You will greet parents and children with a smile; supervise homework time, plan and initiate activities and experiences with the children in a safe environment. Shift is 3: 30pm-6pm, Monday through Friday.

- Must be 18 years of age or older.
- Capable of lifting 40 pounds.
- Have a basic understanding of child development.
- Must be prompt and reliable.
- Must adhere to all attendance, child abuse and staff policies and procedures.
- Able to pass a level II (fingerprint) and drug screening.
- Must have or complete within 30 days of hire, CPR/AED-Pro and First Aid certification.
- Must complete Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

## School Bus Driver

The School Bus Driver will pick children up from Freedom, Gullette and McNeal and take to the Lakewood Ranch branch for the after school program, providing a safe and comfortable journey. Driver must follow all laws of the road, follow the exact speed limit, slow speed during inclement weather and slows at yellow lights for a safe stop at red. Assumes responsibility for the safety of the children during loading, during transport and unloading and ensures the bus rules are announced and enforced by all onboard. Driver is responsible for maintaining bus records of maintenance, completes his/hers before and after trip checks and ensures basic checks such as tire pressure and water levels are completed and logged weekly. Driver is responsible for interior inspections and clean up daily when in use.


- Must possess current State of Florida CDL driver's license.
- Proven safety record with five (5) years of verifiable driving experience as a bus driver.
- High School graduate or completion of GED.
- Visual and auditory ability to identify and respond to environmental and other hazards.
- Knowledge of traffic and highway safety rules and regulations related to school buses and of the precautions necessary to avoid accidents. No DUI conviction.
- Ability to understand and carry out instructions and to perform work requiring good physical condition. Cannot be a diabetic on insulin.
- Pleasant personality and ability to work with children, parents and Y personnel.
- Completion of a performance test in school bus operations.
- Must have or complete within 30 days of hire, CPR/AED-Pro and First Aid certification.
- Must complete Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

Y-DASH Schools are: Braden River MS; Buffalo Creek MS; Haile MS; Johnson MS; King MS; Lee MS and Nolan MS. The Bradenton Branch Y is the site for Moody Elementary and Sugg MS.

Y-READS VOLUNTEERS at Bayshore and Moody Elementary Schools: Want to make a difference in a child's life by helping them learn to read? Are you bilingual? Contact Dr. Moira Hendricks at [mhendricks@manateeymca.org](mailto:mhendricks@manateeymca.org) or Nancy Sena at [nsena@manateeymca.org](mailto:nsena@manateeymca.org). Volunteer application is location on our web site under the Volunteer page.

## 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 & Before/After School program 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:

Rhiannon Blaney  
5100 Lakewood Ranch Blvd  
Bradenton, FL 34211

Or Email to:

[rblaney@manateeymca.org](mailto:rblaney@manateeymca.org)

No phone calls please.