

## MANATEE Y JOB OPENINGS EFFECTIVE April 25, 2019

### BRADENTON 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 all shifts Mon-Fri. and Saturday.

- 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

#### Lifeguards

Certified part-time lifeguards needed for all 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.

- 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.

#### 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

Full-time and Part-Time seasonal day camp counselors are needed Monday-Friday. 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 5 to 14 with one counselor for every 15 children.

- 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.

Note: Application deadline is May 22<sup>nd</sup>

### Kids Zone Attendant

The Kids Zone Attendant provides a safe environment for participants, ages 3 months to 6 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. Shifts available are 4:30pm-8pm Monday-Friday and 8am-noon on Saturday. Flexibility in schedule is needed.

- Must be least 16 years of age.
- Must have the ability, desire and basic skills to work with children of this age group.
- Be dependable and reliable.
- Have current CPR/AED-PRO and First Aid certification or obtain within 30 days of hire.
- Complete required Redwoods training and attend New Hire Orientation within 30 days of hire.

## Dance Instructor

Experienced Dance Instructors (Ballet, Tap, Jazz & Hip-Hop) are needed for evening and/or Saturday classes. Must be able to lead and instruct proper techniques in a safe and effective manner to children ranging from 2-16 years old. Will choreograph class dances to showcase your students at Healthy Kids Day, Annual Dance Recital and other special events.

- Must have a strong dance background with direct experience teaching a variety of dance classes to children.
- Complete class training with program director.
- Be cheerful, friendly and good with children.
- Provide music that is age and Y appropriate.
- Able to relate to members and class participants in a customer service team oriented environment.
- Must motivate and express genuine concern and interest for members.
- Be enthusiastic with a positive attitude.
- Dependable, punctual and professional in appearance.
- 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 Risk Management online training & attend New Hire Orientation within 30 days of hire.

## Aerial Instructor

Aerial Instructor for youth circus based aerial arts class needed evenings and possibly a Saturday class. Must be able to lead and instruct proper techniques to enter and exit a hoop along with conditioning, strength and flexibility exercises in a safe and effective manner to children ranging from 7-14 years old.

- Must have either Circus or Group Exercises Aerial experience.
- Provide music that is age and Y appropriate.
- Able to relate to members and class participants in a customer service team oriented environment.
- Must motivate and express genuine concern and interest for members.
- Be enthusiastic with a positive attitude.
- Dependable, punctual and professional in appearance.
- 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 Risk Management online training & attend New Hire Orientation within 30 days of hire.

## Tumbling Instructor

The Tumbling Instructor is responsible for conducting safe and effective classes in a manner appropriate to children ages 3-10. Lead and instructs proper technique for warm-up, stretching, basic tumbling skills, flexibility training and cool-down. Will teach, show and lead by example the Y core values of Caring, Honesty, Respect and Responsibility. Will greet students with a smile, take attendance, start and stop class on time and maintain a clean and neat environment. Classes are in the evening with a possible Saturday afternoon class.

- Must have at least 1 year of direct experience teaching tumbling and/or gymnastics with children.
- Must go through class training with program director.
- Must be cheerful, friendly and good with children.
- Must be able to relate to members and class participants in a customer service, team oriented environment.
- Must be able to motivate and express genuine concern and interest for members.
- Must be enthusiastic and have a positive attitude about the YMCA, members and other YMCA employees.
- Must exemplify a healthy lifestyle, have a professional appearance, be punctual and reliable.
- 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.

## Fitness Coach

A Fitness Coach is needed for evenings and Saturday. As a coach you will engage new members and follow them through their initial 6 week "Strong Start Program". 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.

- o Knowledge of basic fitness principles, anatomy and physiology.
- o Personal Trainer certification preferred but not required.
- 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 CPR/AED Pro and First Aid certification.
  - o Complete Redwoods Risk Management online training courses required.
  - o Attend New Hire Orientation.

## Personal Trainers

Experienced Personal Trainer needed for evenings and Saturday. 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. 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. Assist clients with designing their program and instruct on proper exercise technique to help them achieve their fitness goals.

- o 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.
- o Must attend continuing education programs as required to keep your certification current.
- o Experience working with individual clients and/or a bachelor's degree or higher in a health/fitness related major preferred.
- o Must exemplify a healthy lifestyle, have a professional appearance, be punctual and reliable.
- o Must have a positive, upbeat attitude.
- o 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.
- o Must be able to pass background and drug screening.
- o Must have current CPR/AED-Pro and First Aid certification or obtain within 30 days of hire.
- o Must complete required Redwoods Risk Management online training and attend New Hire Orientation within 30 days of hire.

## Exercise Instructors

Certified General Exercise Instructors needed for evening shifts to teach a variety of classes including:

- o Pedaling for Parkinson's – Cycle instructor must have experience with neurologic health issues. Flexible late morning weekday schedule
- o Les Mills BodyFlow – Flexible evening schedule
- o Les Mills BodyPump – Saturday mornings and possible evenings


Must be able to relate to members and class participants in a customer service, team oriented environment. Be able to motivate and express genuine concern and interest for members. Be enthusiastic and have a positive attitude about the Y, its members and other Y employees. Classes must adhere to the YMCA basic exercise standards and guidelines and exemplify a healthy lifestyle.

- o Certified in your specialized discipline.
- o Plus GEX certification through AFAA Primary Group Exercise or ACE or YMCA Foundations of Group Exercise preferred or obtain within 60 days of hire.

- 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 Able to pass a background & drug screening.
- 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 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 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 the program director at:

3805 59<sup>th</sup> Street W  
Bradenton, FL 34209

You may also drop off your completed application to the branch to the attention of the program director.

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