

MANATEE Y JOB OPENINGS EFFECTIVE September 10, 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 weekends. Schedule flexibility is a plus with a wide variety of shifts available.

- 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 the physical capacity to stand for long periods of time (up to 4 hours); bend, twist, reach and able to hear customers with background noise.
- 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 to cover day shifts between 8am-3pm, Monday thru Friday. Must always be reliable & focused to ensure the safety of all participants in the aquatic environment. 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 Risk Management online training & attend New Hire Orientation within 30 days of hire.

Swim Lessons Instructor

Certified part-time swim instructors needed for Tuesday/Thursday 5:15-8pm and Saturdays 9:45a-12:30p shifts. 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 Manager 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 Manager & trainings required to ensure certifications stay current.

- o Must be at least 17 years of age with a swimming ability of stroke development level 5 with a minimum of one (1) year experience teaching YMCA swim lessons program or previous swim lessons teaching experience.
- o Current CPR/AED-Pro, First Aid & Oxygen Administration or obtain within 30 days of hire.
- o Current certification in YMCA Swim Lessons Instructor or completion within one year of hire.
- o Must be able to move to various locations, including in & around an elevated chair.
- o Communicate verbally, including projecting the voice across distances.
- o Hear noises & distress signals & observe all area of the water area.
- o Able to perform all needed rescues & survival skills.
- o Think in abstract, solve problems, make sound decisions, instruct, evaluate, supervise & remember.
- 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 Risk Management online training & attend New Hire Orientation within 30 days of hire.

Water Aerobics Instructor Sub

Water aerobics instructor subs are needed to instruct participating adult members of all skill levels by following the YMCA teaching standards and procedures while maintaining a safe environment, paying particular attention to the health of the participants. Motivate class participants through creativity, positive reinforcement and an energetic personality. Effectively communicate the function of each exercise as to how it affects the body. Keep accurate class records, including health forms and medical releases.

- o Must be at least 18 years of age with a minimum of three months direct teaching experience.
- o Prefer certified YMCA Water Fitness Instructor or must complete within one year of hire.
- o Must be able to work with all types of individuals while caring out the YMCA core values of honesty, caring, respect & responsibility.
- o Be punctual and dependable with a positive, upbeat attitude.
- o Able to project voice so participants can clearly hear & understand instructions.
- o Able to hear noises and distress signals.
- o Maintain a professional appearance and follow Dress Code Standards as stated in the Employee Handbook.
- o Current certification in YMCA Lifeguard or YMCA Aquatics Safety Assistant certification or complete within six months of hire.
- 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 & 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:

Katelyn Goll

kgoll@manateeymca.org

Sports and Day Camp:

KB Belton

kbelton@manateeymca.org

Fitness and Wellness:

Jacque McMahon

kferrell@manateeymca.org

Fitness General Exercise Instructors:

Amelia Lyons

lbgexlead@manateeymca.org

Membership, Kids Zone

Lisa Strutt

lstrutt@manateeymca.org

All Others:

Shawn Simmons

ssimmons@manateeymca.org