

MANATEE YMCA JOB OPENINGS EFFECTIVE September 4, 2019

PARRISH BRANCH

(All Jobs are Part-Time unless otherwise noted)

SOAR Intern

Looking at a career working with individuals with special needs? The Parrish YMCA has an amazing program called SOAR (Special Organized Adult Recreation). Consider supplementing your education with an intern (unpaid) program at the Y. Interns will work approximately 8-10 hours per week with a flexible schedule. Program is held Monday and Wednesday.

Program Intern (1-3 positions available)

- Assist in the day program with the adults with special needs. Focus on developing and practicing life skills and participating in social and recreational activities.
- Interns will have the opportunity to assist program participants on an individual basis as well as in small groups.
- The intern will work with the Program Instructors in planning and executing the program activities to meet the educational and developmental goals of the program.
- Intern will oversee the volunteer process and participation in the program.
- Requires a level II fingerprint screening and CPR/AED and First Aid certification (Y provided)

Administrative Intern

Administrative and Fundraising Intern (1 position available)

- Assist staff with fundraisers and special events throughout the year.
- Assist with securing event and program sponsors.
- Volunteer management – Recruiting, processing, organizing and maintaining volunteer hours in database.
- Assist with miscellaneous projects.
- Building community partnerships
- Assist with various administrative tasks as needed.
- This position requires a level I background check screening.


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. Shifts are opening Tuesday/Thursday 5:15-9am and weeknights 5-9pm.

- Must be 18 years of age.
- Possess good oral & written communication skills.
- Must be friendly & engaging to build professional relationship with members.
- 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 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:

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

All Others:

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

No phone calls please.