

MANATEE Y JOB OPENINGS EFFECTIVE March 6, 2020

BRADENTON BRANCH

(All Jobs are Part-Time unless otherwise noted)

Summer Day Camp Director

The Seasonal 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. Assist the Program Director in the administration of the branch day camp programs. Responsibilities include but are not limited to:

- Assist Program 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.
- Assist the Program Director with 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 ensure their accuracy, are organized and secure.
- Plan 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 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 possess 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 our camper participants, 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

Schools Out Group Leaders

Part-Time Group leaders need for days when school is not in session. Y school out programs are a fun, exciting place for kids to spend their days. We're looking for talented & caring group leaders to lead & guide our participants, so they'll have a meaningful experience & make a positive impact in their lives. Activities include swimming, group games, sports, arts & crafts and more.

- Must be 16 years of age.
- Energetic, patient & creative.
- Must be able to lead participants in games, swim, sing songs, lead a variety of sports, assist with their arts & craft projects plus focus on values & character building.
- Be responsible for the participants safety.
- 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 & attend New Hire Orientation within 30 days of hire.
- Must practice at all times, the YMCA core values of caring, honesty, respect & responsibility.

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. Available shifts are: 4:30pm-8pm Monday-Friday. 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.

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 a variety of shifts Monday thru Saturday.

- 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 training & New Hire Orientation within 30 days of hire

Lifeguards

Certified part-time lifeguards needed for the evening and Saturday shifts. Must be reliable & focused at all times to ensure the safety of 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.

- Must be at 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.
- Able to pass a background & drug screening.
- Must complete required Redwoods online training & attend New Hire Orientation within 30 days of hire.

Water Aerobics Instructor

Water aerobics instructors are needed for afternoon and evening classes 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.

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

Swim Lessons Instructor


Certified part-time swim instructors needed for Monday/Wednesday sessions and Tuesday/Thursday sessions from 5p-8p and Saturday mornings. 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.

- 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.
- Current CPR/AED-Pro, First Aid & Oxygen Administration or obtain within 30 days of hire.
- 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.
- 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 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 59th Street W
Bradenton, FL 34209

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

Aquatics

Michael Smith
msmith@manateeymca.org

Youth Sports & Day Camp

Jonathan "Storm" Batt
jbatt@manateeymca.org

Fitness and Wellness

Jacque McMahan
jmcMahon@manateeymca.org

Membership/Kids Zone/Performing Arts

Jennifer Haughey
jhaughey@manateeymca.org