



Learn Grow and Thrive with a Career at the Y

Imagine going to work knowing that what you do each day positively affects the lives of the people in your community. Working at the Y, you'll discover more than a job—you'll enjoy a career with a future and the opportunity to make a lasting difference in the lives of those around you. In more than 10,000 communities nationwide, our staff members—of all ages and from diverse backgrounds and life experiences—enjoy the personal satisfaction that comes from nurturing the potential of youth and teens, improving the nation's health and well-being and providing support to our neighbors.

Interested in a career with the YMCA of the Greater Tri-Valley?

Take a look at following! Submit an application of employment – they are available on line at www.ymcatrivalley.org or from the Branch Membership Services Front Desk. After submission of the application, you should be contacted about possible interviews by Department Program Leadership. Further questions – contact Human Resources Manager at 315 336-3500, Ext. 247 or pperrilloux@ymcatrivalley.org

Aquatics Lifeguard and/or Swim Lessons Instructor: Monitors activities in swimming areas to prevent accidents and provide assistance to swimmers by performing the following duties.

- Cautions swimmers regarding unsafe areas.
- Rescues swimmers in danger of drowning and administers first aid.
- Maintains order in swimming areas.
- Inspects facilities for cleanliness.
- Determines chlorine content and pH value of water with water testing kit.
- Gives swimming instruction.
- Keeps track of all Rental Contracts monthly.
- Completes given tasks given by supervisor satisfactorily.
- Able to be (on call) for filling in guarding hours.
- Certifications preferred: CPR Pro for the Professional Rescuer, Basic First Aid, Lifeguard Training, and Waterfront Lifeguarding Training.

Arts and Humanities Specialty Instructor:

Specialty instructors will implement and teach a variety of lessons for children and/or adults within the YMCA.

- Demonstrated proven experience in instruction of specialty; i.e. instrumental, performance arts, media (painting, photography, composition, etc.)

- Excellent interpersonal skills, ability to interact with individuals at all levels. Excellent communicator.
- Plans daily classroom work based on teaching outline prepared for course of study to meet curriculum requirements. Analyzes performance to identify errors and reinforce correct techniques.
- Evaluates students' interests, aptitudes, temperament, and individual characteristics to determine suitable instrument for beginner.
- Conducts group rehearsals, instructs, and coaches members in their individual parts, in fundamentals of dance, and ensemble performance.
- Meets with parents of student to resolve student problems.

Camp Unit Counselor: Camp Unit Leaders provided leadership, planning, scheduling of activities and general supervision of campers and staff at YMCA camps. The camp unit counselor's duties include both assisting other staff members with planning and carrying out activities with a particular small group. Within the small group, the head unit counselor promotes good personal relationships, teaches planned activities, and stays alert to any potential health or safety dangers to campers. They assist camp directors and support the day camp director in planning and leading camp activities and in staff training, supervision, and evaluation. These individuals attend all staff meetings and participate in Family Night activities.

Camp Health Director (or Assistant): To implement medical plan in daily and emergency situations for a safe and healthy camp.

- Responsible for reviewing all medical forms for staff and campers.
- Handle all medical emergencies.
- Contact parents in case of medical concerns, illness, or emergencies.
- Report all medical and safety concerns to camp director.
- Contact state park in case of medical emergencies.

Camp Counselor: The counselor's duties include both assisting other staff members with planning and carrying out activities with a particular small group. Within the small, group, the counselor promotes good personal relationships, teaches planned activities, and stays alert to any potential health or safety dangers to campers. Camp Counselors provide leadership, mentoring, and assist with the supervision of Counselors-in-training (CITs) who former campers are learning to become

Childwatch Program Assistant: To provide a safe, supervised play environment for the children of the YMCA members/guests while guardians is on the premises. Children's ages range from infant to eleven years. Duties include:

Must have experience in children's play, arts and crafts, and group activities and have the ability to communicate well with members of the association, other staff, and the public.

- Fingerprint check and/or background check required
- Attendance at a Child Abuse Awareness Training required.
- Attendants will be responsible for the safety and well-being of each child under their watch.
- Ascertain that all appropriate forms are completed by parent/guardian.
- Monitor the parents to insure they sign in and out for their children.
- Enforce health codes and good hygiene

Fitness Personal Trainers: Instructs group classes, provides excellent service to members in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

- Leads group classes, as directed by the supervisor, to accomplish the YMCA mission and goals.
- Conducts energizing, fun, safe, and educational classes.
- Builds effective relationships with members; helps members connect with each other and the YMCA.
- Maintains working knowledge of wellness and trends to provide effective information and support to members.
- Required certifications: CPR, First Aid, AED, national certification (ACE, NETA, AFAA, NASM) in group fitness instruction or YMCA Foundations of Group Exercise certification.
- Certification in areas of expertise.
- YMCA Healthy Lifestyles certification within 60 days of hire. At least one year of experience teaching group wellness classes preferred.

counselors. Counselors attend all staff meetings and participate in Family Night activities.

Camp Counselor in Training (CIT Program Participant): The person selected for this position will be under the daily supervision of the Site Director /Unit Director/ Camp Counselor and will assist in providing an appropriately safe and caring environment for children.

- Must be sensitive, mature, and friendly, and be able to relate well to both children and adults;
- Must have ability to help meet program goals;
- Must have good written and oral communication skills, problem-solving skills, and people skills;
- Must be reliable and dependable.
- Must have adequate vision to review documents and adequate hearing to respond to staff, parents, and camp participants. Good health

Group Fitness Instructor (includes those holding certifications in ZUMBA, Step, Core Strength, etc.): Instructs group classes, provides excellent service to members in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

- Leads group classes, as directed by the supervisor, to accomplish the YMCA mission and goals.
- Conducts energizing, fun, safe, and educational classes.
- Builds effective relationships with members; helps members connect with each other and the YMCA.
- Maintains working knowledge of wellness and trends to provide effective information and support to members.
- Keeps accurate class attendance records.
- Follows YMCA policies and procedures; responds to emergency situations.

High School/College Internship Employment: The YMCA of the Greater Tri-Valley internship program

- Provides meaningful work assignments and time for training and supervision
- Collaborates closely with academic institution to establish the appropriate qualification necessary for internship program assignments, as well as, providing a signed "Agreement of Affiliation" between the academic institution and the YMCA.
- Assigns the intern supervisor
- Establishes clear responsibilities of the intern, and specify the parameters or constraints of these responsibilities
- Determine appropriate compensation and provide reimbursements of agency-related expenses to the student intern.

All interns are subject to all YMCA Employee Handbook policies and procedures unless otherwise stated in their signed "Agreement of Affiliation" between the academic institution and the YMCA.

School Aged Childcare Program (Head of Group, Multi Site Directors, and Site Program Assistants): Provides excellent member service by assisting the School Age Child Care site –

general duties statement includes.

- Create an environment of interest, confidence, and support, within which the children can grow.
- Establish positive relationships with parents, children, school personnel and other staff members.

- Plan and implement quality program curriculum and lesson plans of the daily program, including arts and crafts, active games, and snack and that curriculum as prepared by the Curriculum Director.
- Perform monthly site inspections and ensure that state regulations are being met.
- Attend all required staff meetings and give input on programming issues. Attend all required trainings.
- Oversee record-keeping including daily attendance, monthly supply requests, DSS paperwork, newsletter information, lesson plans, breakfast and snack attendance.
- Attend YMCA programs for snow days and other school holidays/vacation days/days off as needed by the YMCA.
- Actively pursue training and learning opportunities and certifications relating to the position. Maintain current certifications required by the position.

Preferred applicants should have nationally recognized childcare development credential, secondary, or postsecondary courses in child development and early childhood education, or work experience in a childcare setting. Reliable transportation is a plus – programs may be located at branches and school district school sites.

Multi-Site Directors and Site Directors may be required to have an associate degree or an bachelors degree in Child Care Administration, Recreation Management, Business Management , Human Services or related field. Ability to qualify as a school age site director or group child care director under NYS Child Care Licensing Regulations. Ability to help develop, interpret and implement an approved plan with school age child care programs.

Ability to communicate with all socio-economic groups, and elaborate on program objectives to the general public. Must be CPR and First Aid certified or willing to become certified within 30 days and able to meet licensing requirements for professional development.

Desire and ability to work with children and adults in a child care setting. Computer experience, including all relevant Windows Office applications. Must have enthusiasm, sense of humor, patience, creativity, self-control, good character, judgment, integrity and adaptability. Reliable transportation is a plus – programs may be located at branches and school district school sites.

Sports Referee/Umpire: Officiate at sporting events, games, or competitions, to maintain standards of play and to ensure that game rules are observed.

- Judge performances in sporting competitions in order to award points, impose scoring penalties, and determine results.
- Signal participants or other officials to make them aware of infractions or to otherwise regulate play or competition. Be respectfully and professional to participants and fellow staff. Pay attention to game at all times.

- Inspect sporting equipment and/or examine participants in order to ensure compliance with event and safety regulations.
- Keep track of event times, including race times and elapsed time during game segments, starting or stopping play when necessary. Start races and competitions.
- Resolve claims of rule infractions or complaints by participants and assess any necessary penalties, according to regulations. Control on field/courts situations early.
- Report to regulating organizations regarding sporting activities, complaints made, and actions taken or needed such as fines or other disciplinary actions.
- Verify credentials of participants in sporting events, and make other qualifying determinations such as starting order or handicap number.

Welcome Center Receptionist: Delivers excellent service to all members, guests, and program participants. Responds to member and guest needs, promotes memberships and programs, and maintains cleanliness and organization of the lobby area.

- Provides excellent service to members, guests, and program participants in the branch and on the phone, contributing to member retention.
- Interviews and/or tours prospective members; sells memberships.
- Builds relationships with members; helps members connect with one another and to the YMCA.
- Handles and resolves membership concerns and informs supervisor of unusual situations or unresolved issues.
- Applies all YMCA policies dealing with member services.
- May hand out locker keys and towels; may monitor the locker rooms as required.
- Computer experience, including all relevant Windows Office applications.
- Must have enthusiasm, sense of humor, patience, creativity, self-control, good character, judgment, integrity and adaptability.

Wellness Center Instructor: Under the supervision of the Health and Wellness Program Director and consistent with the YMCA Mission, the Wellness Center Instructor is responsible for the services and operations offered in the wellness center while providing high quality services for members, participants and guests of the YMCA.

- Ability to develop and maintain high levels of customer service with members and guests
- Must have knowledge of weight room equipment, cardiovascular equipment, and general strength training principles as well as being knowledgeable in basic anatomy, physiology, and nutrition.
- Possesses sensitivity and patience in dealing with the inactive population of which many may have poor self-image and are very intimidated by exercise and workout areas. Ability to empower members to develop confidence and continually motivate throughout their fitness experiences at the YMCA.

- Responding appropriately to any/all safety concerns, reporting all incidents to direct supervisor and providing any necessary follow-up.
- Conduct thorough orientations on the exercise equipment and exercise programs for members.
- Follow up and on-going assistance with members via, phone, face-to-face, cards, and any other quality service follow-up.

Youth and Family Program Assistant and/or Specialty Sports

Coach: Provides excellent member service by directing youth/teen programs toward their primary objective of putting Christian principles into practice through programs that build healthy spirit, mind and body, by performing the following duties.

- Monitors the program areas and participants for safety issues, and corrects any problems.
- Monitors the program areas for cleanliness, and corrects any problems.
- Conducts programming under the direction of the Youth Program Leader/ Coordinator in accordance with monthly goals.
- Attends regular staff meetings and gives input on programming issues.
- Provides supervision of children and maintains that children are never left alone