



YMCA OF SPRINGFIELD

Employment Opportunities: Paid Positions

This is the listing as of 1/4/2019 and is subject to change without notice.

Current List of Open Positions

Seasonal Positions	Location	Status
Bus Driver	Downtown & Kerasotes	Seasonal/Part Time
Full Time Positions	Location	Status
Program Accounting Assistant	Downtown	Full Time, Non-Exempt, Hourly
Part Time Positions	Location	Status
Member Service Associate	Downtown Daytime, Weekdays hours with 2 Saturdays a month	Part Time
School Age Sites –Group Leaders	Group Leaders – Chatham, Rochester & Sherman-Williamsville 2:30 – 6:00 pm	Part Time
Bowling Aide/Coach	Strike “N Spares Lanes Saturdays 9- 11:30 am	Part Time
Assistant Swim Coach	Kerasotes Branch	Part Time
Group Exercise Instructor – Land & Water Instructors may serve both branches as needed but mainly have a home branch.	<u>Water Fitness</u> Daytime and Evening <u>Aqua Zumba</u> Daytime <u>Silver Sneakers</u> Daytime	Part Time
Swim Instructor	Downtown & Kerasotes	Part Time
Lifeguard	Downtown & Kerasotes Ask about our Train to Hire Opportunity <u>Next Lifeguard Class</u> Feb 16-17 and Feb 23-4 Saturdays and Sundays 9 am – 2 pm At Kerasotes For more info https://www.springfieldymca.org/lifeguards/ Contact Arthur Steiner, asteiner@springfieldymca.org 217-679-1625 x 194	Part Time



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We are looking for leaders who are cause driven.

Staff of the YMCA of Springfield, both paid and volunteers, are to uphold our core values of honesty, respect, responsibility and caring at work and in their personal lives. The programs and facilities are simply tools used to achieve our mission to put Christian principles in to practice to build healthy spirit, mind, and body for all.

Our Cause is to strengthen communities.

Our areas of focus are: Youth Development Healthy Living Social Responsibility

Our Culture:

Our mission and core values are brought to life by our culture. In the YMCA, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

Exceptional customer service is expected from all staff.

1. Display a friendly, helpful and positive disposition.
2. Provide customer service that is thorough, timely, organized and accurate.
3. Help ensure the YMCA is meeting member and participant needs by utilizing good listening skills, attentiveness, objectivity and patience in all situations.
4. Place members and participants as the first and highest priority showing kindness and compassion always.
5. Demonstrates the YMCA core values of caring, honesty, respect and responsibility through all daily activities and responsibilities

Job Descriptions:

A summary is outlined following each position.

Full job descriptions are available upon request.

- Position Summary
- Essential Functions
- Qualifications

Job Classifications:

Seasonal or Short Term

Full Time or Exempt

Part Time

YMCA Leadership Disciplines: The full description will include leadership competencies for the applicable level:

Leader

Team Leader

Multi-Team Leader

Organizational Leader

Disciplines are a broad grouping of competencies focused on a critical area that defines a cause-driven leader's ability to advance the work of the YMCA.

Advancing Our Mission & Cause

Building Relationships

Leading Operations

Developing & Inspiring People

Additional Information:

For paid positions, use of the YMCA facilities is granted to the employee and their children for any position with regularly scheduled shifts per month or session.

How to Apply:

On www.springfieldymca.org in the section **+More** you will find a link to Careers & Internships with full postings for full time positions and a printable application for employment. This application is also available upon request at either branch location. Only fully complete applications for positions specifically listed on these pages will be processed.

(Employment Application link - <http://springfieldymca.org/wp-content/uploads/2017/10/Springfield-YMCA-Employment-Opportunities-as-of-Jan-12-2018.pdf>)

In addition to the paid positions listed below, volunteers are needed to make a positive impact on a child's development. Need is not limited to zip codes. All youth benefit from a caring adult role model. Consider volunteering today.

(Volunteer Link - <http://springfieldymca.org/wp-content/uploads/2017/02/2017-Springfield-Volunteer-Application-submit.pdf>)



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Seasonal, Short Term or Combo Seasonal with Limited Part Time

Position	Site	Shifts	Dept	Status	Start Wage	Comments
Bus Driver	Serves both Downtown & Kerasotes Branch and Youth Development Program Locations	School Year – Hours/Days vary	Youth Development	Seasonal / Limited Part Time	\$15.00/hour	Possible hours available during the school year/school holiday and breaks. Serve as additional driver as needed in summer. See information below.

POSITION SUMMARY:

The first priority is to provide safe transportation to and from program sites while maintaining a supportive and positive atmosphere. Additional duties in support of the program and participants may be assigned.

ESSENTIAL FUNCTIONS:

1. Drives bus safely according to YMCA policies and procedures local, state and federal laws.
2. Records gas level, mileage, and maintenance on designated forms reporting any maintenance or repair concerns and confirming those have been addressed or corrected. Not just driving safely but driving a mechanically and operationally safe bus.
3. Completes thorough before-and-after trip checks each trip and documents each of these checks recording any deviation from established standards and expectations.
4. Cleans out bus each day.
5. Responsible for daily check of first aid supplies and restocks as needed.
6. Ensures that bus rules are announced, understood, and working with the staff team all riders comply.
7. Develops friendly and positive relationships among staff, volunteers, parents, and children.
8. Communicates regularly with other staff members and supervisor and attends or completes all required department or program meetings/trainings.
9. Maintains current and clear CDL license.
10. Maintains current required safety certifications in CPR for the Professional Rescuer, First Aid with AED and oxygen administration training.

QUALIFICATIONS:

1. Minimum 1-year work experience as a bus driver.
2. Possess an appropriate class license. CDL is required.
3. Knowledge of the rules/guidelines related to commercial passenger vehicles (bus).
4. Certifications required within 30 days of hire: CPR for the Professional Rescuer with AED and First Aid with oxygen administration.
5. Desire and ability to work with children.
6. Clean background checks for child abuse and neglect, motor vehicle driving records, IL State Police, national criminal background, FBI, sex offender registry and fingerprinting as well as subject to random drug testing in addition to any background or drug testing required to maintain CDL license.

PHYSICAL DEMANDS

1. Ability to safely drive a bus for long periods of time with children being the primary riders.
2. Ability to respond to emergency situations.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
4. Ability to assess and attend to as needed mechanical issues related to the bus operation. This may include bending, kneeling, laying on ground, large and fine motor skills and lifting and carrying equipment or supplies of 25 lbs or more.



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Full Time or Exempt:

Position	Site	Shifts	Dept	Status	Start Wage	Comments
Program Accounting Assistant	Downtown Branch 701 South 4 th Street Springfield, IL 62703	Mon – Fri 40 hours per week School Year 8:00 am – 4:30 pm Summer 7:00 am – 3:30 pm	Accounting	Full Time – Hourly	\$12-14 per hour	For complete position posting and job description follow this link: https://www.springfieldymca.org/wp-content/uploads/2019/01/Program-Accounting-Assistant-Job-Description-Posting-Jan-2019.pdf

Benefits: Family Use of Y Facilities, Health, Dental and Retirement (8%) when eligible

Deadline: Resume with 3 professional references and 3 personal references with a cover letter must be received by Tuesday, January 22, 2019, 11:59 pm

How to Apply: Submit resume with 3 professional references and 3 personal references with a cover letter to:
Tom Dubois, Chief Financial Officer

by email: tdubois@springfieldymca.org

by mail: Downtown Branch Y, 701 South 4th Street, Springfield, IL 62703

POSITION SUMMARY:

Under the supervision of the Chief Financial Officer, the Program Accounting Assistant will serve in a key support role administering and managing the tools and resources which drive program registration and daily transaction reconciliation for the Downtown Branch and child care/camp billing for the Association. The daily tasks will require multi-tasking, attention to detail, a process focus and comfort working with deadlines, computer software and data entry. He/she should have a heart for teamwork, a mind for detail and a spirit for strengthening our community through the Y mission. He/she understands character development as the chief mission of the YMCA and personally exhibits a commitment to the goal in all YMCA operations.

The key components based on the priority determined by the CFO include:

- Assist the Youth Development Department (School Age Care and Camp Directors) in the process associated with registration billing, eligibility requirements, state reimbursement process, and accounts receivables. He/she will work with staff, parents and government contacts.
- Run daily reports and reconcile the transactions and drawer balances related to the daily operations of the Downtown Branch.
- Set up and maintain the program registration and processes including but not limited to computer file maintenance, credits, cancellations and class transfers for all programs associated with the Downtown Branch. He/she will work closely with department directors and the Marketing Department as well as follow-up on members' and participants' inquiries.



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- Provide support to the Development Department in a clerical capacity for the Strong Kids campaign and other special events which secure funds to meet the Y's mission that no one will be turned away due to inability to pay. He/she will assist with the department's work with donors, staff, members, community organizers, business sponsors, grant funders.

ESSENTIAL FUNCTIONS:

Overarching Goal: Through their planning, actions and daily work creates and fosters a welcoming environment for all persons of all backgrounds and abilities and has a positive, nurturing relationships with staff, while building cooperative relationships with parents/caregivers and program partners. Promotes and supports the potential of all in programs and facilitates peer-to-peer connections as part of the overall YMCA experience.

1. Manages the schedules and priorities as assigned as they relate to the program specific essential functions outlined in the next section.
2. Uses discretion and independent judgment in handling confidential and sensitive information.
3. Develops and maintains collaborative relationships with community organizations.
4. Assists in the Y fundraising activities and special events.
5. Responds to all program inquiries and complaints in a timely manner.
6. Maintains regular, clear, and concise communication within area of responsibility.
7. Other duties as assigned.

PROGRAM SPECIFIC DUTIES:

Youth Development

1. Process weekly billing & payments for school sites and camps.
2. Meet with directors/coordinators as needed to reconcile books.
3. Develop & implement payment plans for parents of children with past due balances.
4. Manage all functions related to processing payments, computing copayment amounts, enforcing monthly payments and collecting for draft returns.
5. Run bank draft payments bi-monthly.
6. Assist in the distribution of financial aid discounts to applicants.
7. Be present at Wa-Kon-Tah camp table to collect camp payments at the beginning of each camp week.

Accounting

1. Run daily reports including end-of-day, interface and general ledger postings. Checks accuracy of previous day's transactions.
2. Prepares daily deposits and takes to bank.
3. Processes request for transfers, drops and refunds.
4. Oversees office function of petty cash.



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Development

1. Uses discretion and independent judgment in handling confidential and sensitive information.
2. Maintains highly confidential correspondence.
3. Maintains computer databases for various reports, committees and mailings.
4. Coordinates appointment schedules, assists in managing fund raising database, assists in entering contributions and pledge payments, etc.
5. Works side-by-side with campaign director and staff with a "do what it takes" attitude to raise funds for the Y.
6. Assists with clerical support including tasks related to pledge cards, campaign materials, prospect lists, campaigner data, communication, staff participation, donor data, recognition and tax related donations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. At least 2 years of related experience working as assistant/support to administrators, preferably in a nonprofit setting or at least 1-year proficient knowledge and experience with the specific software and data system used by the organization.
2. Minimum age requirement is 21 years.
3. Excellent telephone, writing/communication skills.
4. High level proficiency w/ Excel, Microsoft (mail merges essential).
5. Ability to learn quickly.
6. Must be data centered, detail oriented, and be able to multi-task with financial based background or experience. Proficient in all standard business software.
7. Knowledgeable about office processes and procedures.
8. Comfortable with data entry, computer functions, and phone follow ups. Experience in payment processing and collections is preferred
9. Ability to work with integrity, discretion and a professional approach.
10. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).
11. Ability to speak any language in addition to English may be helpful.
12. Skill, ability and knowledge to complete requirements within orientation period, generally 7 – 90 days. Requirements may include training in Child Abuse Prevention, CPR; First Aid; AED; Bloodborne Pathogens, Sexual Harassment, DCFs Mandated Reporter, Social Media, Hazardous Communication.
13. Completion of YMCA program-specific certifications and any other training required during course of employment.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Requires sufficient strength, agility and mobility to perform essential functions which include long periods of sitting, keyboard entry, use of office equipment, use of computer monitor and phone use/conversations.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time (up to 8 hours per day) and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.
- The office space is shared.



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Part Time

Position	Site	Shifts	Dept	Status	Start Wage	Comments
Member Service Associate	Downtown Branch 701 South 4 th Street Springfield, IL 62703	Daytime weekday shifts with 2 Saturdays a month (approx. 15-20 hrs per week)	Membership	Part Time	\$8.30	Must be at least 16 years of age. See next section for more detail about each position.

Within the Membership Department all desk staff are Member Service Associates as outlined in the job description summary below. Within the Downtown department there is further narrowed focus of each position depending on the focus of the assignment. MSA staff may shift from assignment to assignment. Cross training will be provided.

Position 1: The focus of this front desk position is primarily sales and voice of the Y on phone calls. This position sells all membership and programs and answers incoming calls, managing the balance between person in front of you and the person on the phone. This position requires cash handling, reconciliation of day end sales, production of membership cards and processing documents.

Position 2: The focus of this check in desk position is primarily the members checking in and coordinating service and safety while they are in the facility. This includes checking for membership status, enforcing suspensions and bans, controlling access, directing building and maintenance staff in responding to requests, and serving a lead role in emergency and crisis management.

POSITION SUMMARY:

Delivers excellent service to all members, guests and program participants. Responds to member and guests needs, promotes membership and programs, maintains cleanliness and organization of work area and lobby.

QUALIFICATIONS:

- Must be at least 16 years of age
- Complete required training including CPR, First Aid, Living our Cause and preventive online courses and a criminal background check within 30 days
- Excellent interpersonal and problem-solving skills
- Ability to relate effectively to diverse groups of people from all social and economic segments in the community
- Basic knowledge of computers
- Must be willing to enthusiastically greet members and be excellent with customer service.
- Experience in customer service and ability to multitask; including multiple phone lines, data entry, transactions, and member service.



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ESSENTIAL FUNCTIONS:

Overarching Goal: Y members and users are top priority! Key role in promoting membership and programs, maintaining cleanliness and organization of work area and lobby Delivers excellent service to all members, guests and program participants.

- Provides excellent service to members, guests and program participants in the Y and on the phone, contributing to member retention
- Conduct interviews and/or tours responsive to the needs of prospective members; sells memberships and programs
- Builds relationships with members; helps members connect with one another and the YMCA
- Communicates well with others
- Maintain and enforce safety procedures and policy and responds to any and all emergencies
- Handles and resolves membership concerns and informs supervisor of unusual situations or unresolved issues
- Applies all YMCA policies and procedures dealing with member services
- Maintain a clean, organized and stocked work space, handle balance and receipt all money handled at the desk, arrive on time, open/close desk as scheduled, handles all program and membership inquiries and processing.
-

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit for extended period of times, uses fingers and hands for data entry, can hear and see, and effectively communicate in both in person and phone interactions. With visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency.



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Position	Site	Shifts	Dept	Status	Start Wage	Comments
Before & After School Group Leaders	Chatham Riverton Rochester Sherman- Williamsville	Shifts Available Mon- Fri 6:45-8:15 am Mon- Fri 2:00-6:00 pm Additional hours when school is not in session.	Youth Developmen t	Part Time	\$8.25	Group Leaders – Must be at least 16 years of age Those with IL ECE Credentials are preferred applicants. All <u>Onboarding*</u> requirements must be completed to remain an active employee.

***Onboarding** includes new hire orientation and form completion, certification in basic life support & first aid, completion of background check, fingerprinting, customer service training and online training specific to job duties and care for children. Training includes successful completion Illinois ECE Credential Level 1 Tier 1. Training program must be completed in first 60 days. Time spent training is paid. Additional annual training is required to continue to be an eligible employee.

POSITION SUMMARY: Under the direction of the Site Coordinator, the Group Leader will oversee a group of twelve to fifteen (12 to 15) children while assisting with the daily activities of the Before and After school program. Understands character development as the chief mission of the YMCA and personally exhibits a commitment to the goal in all YMCA operations.

PROGRAM SPECIFIC DUTIES:

1. Assume responsibility for the safety and well-being of all program participants always.
2. Provide a high level of customer service while dealing with YMCA members, guests, and staff.
3. Develop a positive working relationship with parents of program participants.
4. Ensure the proper maintenance of storage areas and equipment.
5. Actively participate in all programming activities.
6. Responsible to help keep a neat and clean appearance, in accordance with the standards set by YMCA.
7. Required to perform any other appropriate duties as assigned by the Program Director or Site Coordinator.
8. Help plan, implement and supervise group activities in accordance with the goals and policies of the Springfield YMCA.
9. Let the Site Coordinator know when supplies are low.
10. Assist with the daily set up and take down of activity area, craft projects and snack.
11. Report any problems with staff, children or parents to Site Coordinator.
12. Know and adhere to all school policies and guidelines, and be respectful of shared space between the school and program.



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Position	Site	Shifts	Dept	Status	Start Wage	Comments
Bowling Aide	Strike 'N Spare Lanes 2660 West Lawrence Ave Springfield, IL 62704	Saturdays 9:00 am – 11:30 am	Adapted P.E.	Part Time	\$8.50	Min age 16 yrs with exp working w/persons with disabilities & knowledge of bowling. Exp coaching/competing in bowling pref.

POSITION SUMMARY:

Assists in the delivery of a high-quality YMCA program specifically serving persons with disabilities participating in the adapted physical education bowling program, Saturday Strikers Bowling.

ESSENTIAL FUNCTIONS:

Overarching Goal: Through their planning, actions and daily work creates and fosters an environment for participants to have positive, nurturing relationships with others, while building cooperative relationships with parents/caregivers. Promotes and supports the potential of all participants in the program and facilitates peer-to-peer connections as part of the overall YMCA experience.

1. Directs and supervises program activities to meet YMCA objectives
2. Assists with participant orientation.
3. Attends staff training and meetings
4. Assists bowlers throughout scheduled program time.
5. Assists in distribution of activity and related schedules.
6. Follows and assists bowlers to follow sports rules, guidelines and handbooks.
7. Assists with organization and hosting of any special events.
8. Assists with set up of equipment and supplies.
9. Assists with loading and unloading of buses
10. Serves as personal assistant as needed but limited to outer wear, shoes and access to restrooms, lanes, equipment, and concession or counter area.
11. Works as team member for program activities.
12. Recommends to coordinator any necessary equipment or supplies.
13. Serves as coach of record as needed at all Special Olympics competitions or arranges for qualified substitute
14. Other duties may be assigned according to the particular needs of the program

QUALIFICATIONS:

1. One to two years related experience working with persons with disabilities preferred.
2. Prefer prior experience bowling, understanding scoring and techniques
3. Minimum age requirement is 16 years.
4. Skill, ability and knowledge to completed requirements within orientation period, generally 7 – 90 days. Requirements may include training in Child Abuse Prevention, CPR; First Aid; AED; Bloodborne Pathogens, Sexual Harassment, DCFs Mandated Reporter, Social Media, Special Olympics Protective Behavior, Special Olympics General Orientation, Special Olympics Bowling Coach, Hazardous Communication.
5. Completion of YMCA program-specific certifications and any other training required during course of employment.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities. Specifically, ability to repeatedly bend and carry up to 20 pounds and lift/carry bulking and heavier equipment up to 40 lbs.
- Visual and auditory ability to respond to critical situations ability to act swiftly in an emergency.
- Ability to speak concisely and effectively communicate.
- May require physical effort and cardiac endurance while reaching with hands and arms, stooping, kneeling, crouching, standing, walking, balancing, bending, leaning, kneeling, walking and climbing.



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Position	Site	Shifts	Dept	Status	Start Wage	Comments
Asst. Swim Coach	Kerasotes Branch 4450 West Iles Avenue Springfield, IL 62711	Mon – Fri 4 – 8:30 pm & some weekends (10-15 hrs/wk)	Aquatics	Part Time	Varies w/exp	Previous coaching exp with ability to become certified in CPR, First Aid and Coach’s Safety Training.

POSITION SUMMARY:

Plan and execute daily practices in accordance with the seasonal training plan. Aid swimmers in reaching their goals; communicate with parents, administration and coaches in positive manner. Develop a clear understanding of proper stroke technique and training and racing strategies through collaboration with the swimmers and coaching staff.

ESSENTIAL FUNCTIONS:

1. Instructs swimmers in accordance with the SPY Swim Team guidelines.
2. Builds effective, authentic relationships with athletes and parents, helping them connect with each other and the YMCA, leading to parent involvement and identification of potential volunteers.
3. Effectively engage, manage and motivate younger athletes.
4. Maintains records as necessary: attendance, performance evaluation, etc.
5. Attend staff meetings and trainings as scheduled.
6. Follows all Springfield YMCA policy and procedures, including emergency and safety procedures. Completes related reports as required.
7. Develop productive workouts both in and out of the water; organize and maintain training equipment on deck, reports needs to Head Age Group Coach.
8. Attend swim meets assigned. Submit appropriate reimbursement paperwork in a timely manner.
9. Maintain coach’s certifications through USAS and ASCA. Complete one ASCA school per year.

QUALIFICATIONS:

1. Certifications: Safety Training for Swim Coaches, CPR for the Professional Rescuer, AED, Basic First Aid and Emergency Oxygen, YMCA Principles of Competitive Swimming and Diving.
2. Current USAS Membership, ASCA Membership.
3. Ability to maintain certification.
4. Must demonstrate coaching abilities in accordance with Springfield YMCA standards.



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Position	Site	Shifts	Dept	Status	Start Wage	Comments
Group Exercise Instructor	Downtown Branch 701 South 4 th Street Springfield, IL 62703	Varies	Health & Wellness	Part Time	Varies w/ exp \$8.50-\$13/hr	Preference given to applicants currently certified in Group Exercise by AFAA, ACE or YMCA with all expected to acquire this certification within 6 months of hire.
Land and Water	Kerasotes Branch 4450 West Iles Avenue Springfield, IL 62711	See Current Need below				For water exercise, applicants with Arthritis certifications or other water exercise certifications preferred.

On Going

Beginning Group Exercise Instructors- both branches/Land and Water opportunities

Current Instructor Need

Water Fitness – Daytime and Evening classes are offered

Aqua Zumba – Daytime

Silver Sneakers – Daytime

***Applicants for these classes must be recognized and currently certified by organization which owns that certification.** Zumba, Zumba Toning, Aqua Zumba, Zumba Gold, Turbo Kick Cycling, R.I.P.P.E.D., JFit Hip Hop, SilverSneakers

****Applicants for these classes must be certified or actively working towards certification.** – Step, Strength Training, Hi/Low

POSITION SUMMARY:

Provides safe, measurable exercise protocol based on needs and goals of members, which promote wellness and engagement in accordance with the YMCA policies and procedures.

ESSENTIAL FUNCTIONS:

1. Leads energizing, fun, safe, and educational group classes, as directed by the supervisor, to accomplish the YMCA mission and goals.
2. Interacts well with class participants. Smiles, encourages individual work out levels, generates enthusiasm, and is available before and after class to answer participant questions from to support them in achieving their goals related to healthy living.
3. Maintains working knowledge of wellness and trends to provide effective information and support to members. Answers questions from members to support them in achieving their goals related to healthy living.
4. Builds effective, authentic relationships with members; helps members connect with each other and the YMCA.
5. Follows guidelines for class format including warm up/stretching, works all major muscle groups as appropriate for the level of the class, and provides cool down.
6. Must be able to think independently and develop routines for teaching specific exercise classes
7. Demonstrates self-confidence; directions are clear and easy to follow
8. Classes begin and end on time; workout transitions are smooth, breaks for pulse check as appropriate.
9. Educates class participants on muscle being worked/stretched: demonstrates correct technique alignment for aerobic section/ high and low impact moves; and safe and low risk for participants
10. Keeps mandatory classes, training and/or certifications current
11. Keeps accurate class attendance records.
12. Follows YMCA policies and procedures; responds to emergency situations.

QUALIFICATIONS:

1. Required certifications: CPR, First Aid, AED, national certification (ACE, NETA, AFAA, NASM) in group fitness instruction or YMCA Foundations of Group Exercise certification or
2. Certification in areas of expertise.
3. YMCA Healthy Lifestyles certification within 90 days of hire.
4. At least one year of experience teaching group exercise classes preferred



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Position	Site	Shifts	Dept	Status	Start Wage	Comments
Lifeguard	<p>Downtown Branch 701 South 4th Street Springfield, IL 62703</p> <p>Kerasotes Branch 4450 West Iles Avenue Springfield, IL 62711</p>	Varies	Aquatics	Part Time	\$8.25/hr	<p>Guards must be certified, and YMCA Lifeguard Certification is preferred. For more information about lifeguard certification, contact Arthur at 217-679-1625 x 182, asteiner@springfieldymca.org</p>

POSITION SUMMARY:

Maintain safe swimming conditions in, on or around the pool, deck and surrounding areas. Create a safe and positive atmosphere that promotes member/patron safety and engagement in accordance with all YMCA of Springfield policies and procedures.

ESSENTIAL FUNCTIONS:

1. Maintains active surveillance of the pool area: rescue ready in uniform wearing whistle and rescue tube.
2. Knows/reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures. Completes related reports as required.
3. Maintains effective, positive relationships with the members, participants and other staff.
4. Knows, understands, and consistently applies safety rules, policies and guidelines for the pool and aquatic area. Maintains accurate records as required by the YMCA of Springfield and Illinois Department of Public Health.
5. Performs equipment checks and ensures appropriate equipment is available as needed.
6. Checks the pool for hazardous conditions when arriving.
7. Performs cleaning duties when not guarding, as required.
8. Attends all staff meetings and in-service trainings.

QUALIFICATIONS:

1. Minimum age of 16.
2. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid and Emergency Oxygen.
3. Current YMCA Lifeguard or equivalent.
4. Ability to maintain certification-level of physical and mental readiness.
5. Must demonstrate lifeguard skills in accordance with YMCA of Springfield Standards.

Ask about our Train to Hire Opportunity

Next Lifeguard Class

December 27-30

9:00 am – 3:00 pm

Held at Kerasotes

For more info

<https://www.springfieldymca.org/lifeguards/>

or

Contact Arthur Steiner, asteiner@springfieldymca.org

217-679-1625 x 194



YMCA OF SPRINGFIELD

Employment Opportunities: Paid Positions

This is the listing as of 1/4/2019 and is subject to change without notice.

Position	Site	Shifts	Dept	Status	Start Wage	Comments
Swim Instructor	<p>Downtown Branch 701 South 4th Street Springfield, IL 62703</p> <p>Kerasotes Branch 4450 West Iles Avenue Springfield, IL 62711</p>	Varies	Aquatics	Part Time	\$8.25/hr	<p>Prior aquatic instruction experiences preferred. Training programs to become a swim instructor are available for qualified applicants.</p> <p>For more information about instructor training opportunities contact, Tara at 217-544-9846 x 139, tbosaw@springfieldymca.org</p> <p>Applicants under 16 years will need to work with Personnel Dept to determine if they can obtain the required work permit.</p>

POSITION SUMMARY:

Lead and instructs classes in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

ESSENTIAL FUNCTIONS:

1. Instructs swimming lessons in accordance with YMCA of Springfield guidelines.
2. Builds effective, authentic relationships with students and parents, helping them connect with each other and the YMCA, leading to parent involvement and identification of potential volunteers.
3. Communicate aquatic programs and scheduling information effectively.
4. Maintains records as necessary: attendance, performance evaluation, etc.
5. Attends staff meetings and trainings as scheduled.
6. Follows all YMCA of Springfield policy and procedures, including emergency and safety procedures. Completes related reports as required.
7. Organizes and maintains instructional equipment, reports damaged equipment to Lesson Coordinator.
8. Trains and supervises instructor candidates as assigned.

QUALIFICATIONS: (On-the-job training programs are available to achieve these qualifications)

1. Minimum age of 16.
2. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid and Emergency Oxygen.
3. Swim Lesson University certification or equivalent.
4. Ability to maintain certification-level of skill and preparedness.
5. Must demonstrate swim instructor skills in accordance with YMCA of Springfield standards