

YMCA Vacancy Postings August 7, 2014

The Albany YMCA is looking to fill a full time Site Supervisor position for before and After School Care program at Arbor Hill Elementary. Under the general direction of the Childcare Director, the Site Supervisor is responsible for planning and supervising a developmentally appropriate childcare program.

Job Requirements:

- Minimum one year in a supervisory capacity preferred.
- Two years direct experience with children under age 13.
- BA/BS in Child Development (Elementary Ed, Physical Ed, Recreation Ed or related field).

OR

- School Age Child Care Credential.

OR

- Two years of College with 18 credits in Child Development, Elementary Ed, Physical Ed, recreation or related field.

OR

- AAS in Child Development, Elementary Ed, Physical Ed, Recreation or related field.
- Candidates must submit a NYS Medical Statement of Childcare Staff Form documenting physician clearance to work in a childcare setting.
- TB Test which meets Health and Social Service requirement.
- Clearance from a Criminal Background check.
- First and CPR certifications.
- Preferred candidates must possess excellent human relation skills, good organizational and communication skills.

Principal Responsibilities:

- Plan, implement and supervise a developmentally and academically appropriate curriculum for the assigned site.
- Maintain positive working relationship with school personnel in coordination of the building site and related issues. Develop and maintain weekly and monthly calendar of activities for display to parents.
- Maintain daily schedules of activities, etc.
- Maintain an organized, clean and safe learning and recreational environment for all program areas.
- Develop and consistently maintain appropriate and professional communication with parents.
- Supervise all site staff and provide input and written evaluations as requested.
- Establish and train staff, children and parents on emergency procedures in compliance with OCFS regulations.
- Manage and control inventory of equipment and supplies, in accordance with budget.
- Ensure all applicable OCFS regulations are followed.
- Maintain all required records and logs.
- Maintain cleanliness of facility as a member of Clean Team, and all other duties, as requested.

Branch: Albany YMCA

Dept.: Childcare

Site: Arbor Hill Elementary

Pay Range: \$14.00 per hour

Required Shift(s): Monday – Friday 9:00am-6:00pm (Approx. 40 hrs. weekly)

Deadline: 8/18/2014

Please forward all resumes and applications to:

Cy Cilie Graham - Childcare Director

Capital District YMCA – Albany Branch

616 North Pearl Street

Albany, NY 12206

Or by email at cgraham@cdymca.org

The Albany YMCA is looking to fill a part time Site Supervisor position for before and After School Care program at Pine Hills Elementary. Under the general direction of the Childcare Director, the Site Supervisor is responsible for planning and supervising a developmentally appropriate childcare program.

Job Requirements:

- Minimum one year in a supervisory capacity preferred.
- Two years direct experience with children under age 13.
- BA/BS in Child Development (Elementary Ed, Physical Ed, Recreation Ed or related field).

OR

- School Age Child Care Credential.

OR

- Two years of College with 18 credits in Child Development, Elementary Ed, Physical Ed, recreation or related field.

OR

- AAS in Child Development, Elementary Ed, Physical Ed, Recreation or related field.
- Candidates must submit a NYS Medical Statement of Childcare Staff Form documenting physician clearance to work in a childcare setting.
- TB Test which meets Health and Social Service requirement.
- Clearance from a Criminal Background check.
- First and CPR certifications.
- Preferred candidates must possess excellent human relation skills, good organizational and communication skills.

Principal Responsibilities:

- Plan, implement and supervise a developmentally and academically appropriate curriculum for the assigned site.
- Maintain positive working relationship with school personnel in coordination of the building site and related issues. Develop and maintain weekly and monthly calendar of activities for display to parents.
- Maintain daily schedules of activities, etc.
- Maintain an organized, clean and safe learning and recreational environment for all program areas.
- Develop and consistently maintain appropriate and professional communication with parents.
- Supervise all site staff and provide input and written evaluations as requested.
- Establish and train staff, children and parents on emergency procedures in compliance with OCFS regulations.
- Manage and control inventory of equipment and supplies, in accordance with budget.
- Ensure all applicable OCFS regulations are followed.
- Maintain all required records and logs.
- Maintain cleanliness of facility as a member of Clean Team, and all other duties, as requested.

Branch: Albany YMCA

Dept.: Childcare

Site: Pine Hills Elementary

Pay Range: \$10.00-10.50 per hour

Required Shift(s): Monday – Friday 2:00pm-6:00pm (Approx. 20-25hrs weekly)

Deadline: 8/29/2014

Please forward all resumes and applications to:

Cy Cilie Graham - Childcare Director

Capital District YMCA – Albany Branch

616 North Pearl Street

Albany, NY 12206

Or by email at cgraham@cdymca.org

The Albany YMCA is looking to fill a part time Group Leader position for before and After School Care program. Under the direction of the Childcare Director, a Group Leader is responsible for assisting with the planning, development and implementation of all classroom activities.

Job Requirements:

- AAS in Child Development, Recreation or related field.

OR

- HS Degree/GED and two years' experience working with children under age 13.
- Submission of NYS Medical Statement of Childcare Staff Form documenting physician clearance to work in a childcare setting.
- TB Test which meets Health and Social Service requirement.

- Clearance from Criminal Background check.
- Maintain 15 hours of childcare related training annually.
- Excellent human relation skills, good organizational and communication skills.

Principal Responsibilities:

- Assist in planning, preparation and implementation of all activities for the site.
- Assist the site staff with distribution and clean-up of daily snack.
- Work with the children in small groups with age appropriate activities such as crafts, games, clubs and science.
- Maintain clean, neat and organized environment at the site.
- Creating and maintaining a safe and secure environment for all program participants.
- Foster appropriate communication with parents.
- Maintain all applicable state regulations school age child care programs.
- Assist in maintenance of required log and record books.
- Maintain cleanliness of facility as a member of Clean Team and all other duties, as requested.

Branch: Albany YMCA

Dept.: Childcare

Site: Various

Pay Range: \$8.50-9.00 per hour

Required Shift(s): Monday – Friday 2:00pm-6:00pm (Approx. 15-20 hrs. weekly)

Deadline: 8/29/2014

Please forward all resumes and applications to:

Cy Cilie Graham - Childcare Director

Capital District YMCA – Albany Branch

616 North Pearl Street

Albany, NY 12206

Or by email at cgraham@cdymca.org

The Albany YMCA is looking to fill the part time Activities Assistant position for before and After School Care program. Under the direction of the Site Supervisor, the Activities Assistant is responsible for assisting with the implementation of all school age child care activities.

Job Requirements:

- Must be 16 years of age.
- Prior experience working with children preferred.
- Submission of NYS Medical Statement of Childcare Staff Form documenting physician clearance to work in a childcare setting.
- TB Test which meets Health and Social Service requirement.
- Clearance from Criminal Background check.
- Maintain 15 hours of childcare related training annually.
- Excellent human relation skills, good organizational and communication skills.
- At the Y, our cause is to strengthen community. To fulfill this promise, we require strong cause-driven leaders to effect lasting personal and social change regarding our organization’s three key areas: youth development, healthy living and social responsibility. Our employees are all leaders committed to nurturing the potential of all, promoting healthy living, and fostering a sense of social responsibility.

Principal Responsibilities:

- Assist in preparation and implementation of all activities for the site.
- Assist the site staff with distribution and cleanup of daily snack.
- Work with the children in small groups with age appropriate activities such as crafts, games, clubs and science.
- Maintain clean, neat and organized environment at the site.
- Maintain a safe and secure environment for all program participants.
- Appropriately communicate with parents.
- Maintain all applicable state regulations re: school age child care programs.

- Maintain cleanliness of facility as a member of Clean Team and all other duties, as requested.

Branch: Albany YMCA

Dept.: Childcare

Site: Various

Pay Range: \$8.00 per hour

Required Shift(s): Monday – Friday 2:00pm-6:00pm (Approx. 15-20 hrs. weekly)

Deadline: 8/29/2014

Please forward all resumes and applications to:

Cyilie Graham - Childcare Director

Capital District YMCA – Albany Branch

616 North Pearl Street

Albany, NY 12206

Or by email at cgraham@cdymca.org

The Healthy Living Center is looking to fill the part time Group Exercise Instructor and Indoor Cycling Instructor. Under the general direction of the Wellness Coordinator, develops, coordinates and teaches group exercise class and/or indoor cycling classes at the Healthy Living Center.

Job Requirements:

- BA/BS in Physical Ed, Recreation and Sports Mgt, Health Ed or a related field or equivalent experience preferred.
- Previous experience (minimum two years) teaching group exercise classes.
- Current Wellness/indoor cycling certification (YMCA, AFAA or ACE, SPINNING®).
- Current CPR, First Aid, and AED certifications.
- Ability to articulate and model YMCA's four core values of caring, honesty, respect and responsibility are essential.
- Excellent human relation skills, good organizational and communication skills.
- Think, act, and communicate in ways that strengthen community through nurturing the potential of children and teens (youth development), improving the community's health and well-being (healthy living), and giving back and supporting neighbors (social responsibility) at home and abroad.
- Hold the mission of the YMCA as the objective of all related work and represent the Association in a professional manner.

Principal Responsibilities:

- Plan and lead group exercise classes and/or indoor cycling classes ensuring that participants are performing safe exercises.
- Modifies exercise class in accordance with participants, weather, time, extraordinary circumstances.
- All other duties, as assigned.

Branch: Healthy Living Center

Dept.: Wellness

Site: Healthy Living Center – Hannaford Supermarket

Pay Range: \$13.00-16.00 per hour

Required Shift(s): Approx. 5-10 hrs. Weekly

Deadline: Open

Please forward all resumes and applications to:

Nancy Gildersleeve - Director of Healthy Living

Capital District YMCA – Healthy Living Center

465 New Karner Road, 2nd Floor

Albany, NY 12205

Or by email at ngildersleeve@cdymca.org

The Healthy Living Center is looking to fill the part time Massage Therapist position. Under the general direction of the Wellness Coordinator, the Massage Therapist provides safe, sound and professional massage therapy services to members.

Job Requirements:

- Education and/or experience by an accredited school or massage therapy association.
- Licensed and registered by the NYS Education Department, Office of Professions.
- Current CPR, First Aid, and AED certifications.
- Ability to articulate and model YMCA's four core values of caring, honesty, respect and responsibility are essential.
- Excellent human relation skills, good organizational and communication skills.

Principal Responsibilities:

- Build relationships with members.
- Conduct massage therapy sessions to include member intake and health assessment for YMCA members.
- Administer and manage member appointment schedule to include initial, follow up and cancelled or rescheduled appointments.
- Maintain massage therapy room cleanliness and equipment to include tables, oils, linens and accessories.
- Wash and ensure adequate supply of linens, as needed.
- Develop and update massage therapy bulletin board, and assist in promoting massage therapy through additional avenues.
- Conduct at least two (2) informational workshops, seminars, or demonstrations annually.
- Involvement in other YMCA events such as health fairs, career days, National Senior events, and other duties, as directed.

Branch: Healthy Living Center

Dept.: Wellness

Site: Healthy Living Center – Hannaford Supermarket

Pay Range: n/a

Required Shift(s): Approx. 3-5 hrs. Weekly

Deadline: Open

Please forward all resumes and applications to:

Nancy Gildersleeve - Director of Healthy Living

Capital District YMCA – Healthy Living Center

465 New Karner Road, 2nd Floor

Albany, NY 12205

Or by email at ngildersleeve@cdymca.org