

## YMCA Job Vacancies July 30, 2014

The Greenbush Area YMCA is looking to fill a Literacy Instructor position for the Advantage Grant funded after school programs. Under the general direction of the Grant-Site Supervisor, the Literacy Instructor is responsible for planning and assisting children with reading at the assigned grant site.

### **Job requirements:**

- Minimum age of 16 years of age.
- Background in English instruction or tutoring preferred.
- 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 every year.
- Excellent human relation skills, good organizational and communication skills.

### **Principal responsibilities:**

- Assist in 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 to assist with reading and other assignments.
- Maintain clean, neat and organized assignments.
- Maintain a safe and secure environment for all program participants.
- Appropriately communicate with parents.
- Maintain all applicable state regulations school age child care programs.
- Maintain cleanliness of facility as a member of Clean Team.
- All other duties, as requested.

**Scheduled Shifts:** Monday – Friday 2:00pm-6:00pm (Approx. 20 hrs. Weekly)

**Pay Range:** \$10.00

**Deadline:** 8/15/2014

**Please send all applications and resumes to:**

**Alysha Branch**

Childcare Director

Capital District YMCA - Greenbush Area Branch

20 Community Way

East Greenbush, NY 12061

P: 518.477.2570 x 1220

F: 518.479.0615

The Guilderland Branch of the Capital District YMCA is looking to fill the part time position of Member Service Representative. Under the direction of the Senior Program Director, the Member Services Representative provides excellent customer service to members, through selling memberships, answering questions.

**Job Requirements:**

- Prior work experience (1-3 years) in a customer oriented environment.
- CPR certification preferred.
- Positive outlook and the ability to multi task in a high pace environment.
- 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:**

- Responsible for providing daily services to all members, prospective members and program participants. This includes greeting members by name, scanning membership cards, registering members for programs, membership sales, and tours.
- Answer phones promptly, within 3 rings, in a courteous and friendly manner.
- Answer member questions and issues in a positive manner, meeting their needs whenever possible.
- Ensure each person using the facility is a member or program participant; scan cards of each member.
- Ensure neatness of the lobby area and entire facility.
- Assist with lobby exhibits and/or bulletin boards.
- Promote and sell goods for resale.
- Accurately input new membership sales, renewals and programs into the computer.
- Report any errors in writing by the end of shift.
- Accurately cash out at the end of the day.
- May assist in training new staff.
- Other duties, as assigned.
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**Scheduled Shifts:** Part Time; Sunday 9:00am – 5:00pm; Approx. 10 hrs. Weekly

**Deadline:** 9/1/2014

**Please send all applications and resumes to:**

**Lisa Wolcott**

Membership Director  
Capital District YMCA - Guilderland YMCA  
2500 Winding Brook Drive  
Guilderland, NY 12084  
F: 518-456-3284 ext. 1111

Or email to [lwolcott@cdymca.org](mailto:lwolcott@cdymca.org)

The Schenectady Branch of the Capital District YMCA is looking to fill the part time position of Spinning Instructor. Under the general direction of the Wellness Director, the Spinning Instructor develops, coordinates and teaches group exercise classes.

**Job Requirements:**

- Previous experience (minimum two years) teaching group exercise classes.
- Current Wellness certification: Mad Dogg Spinning® certification.
- Current CPR and AED certification.
- Excellent human relation skills, strong relationship building skills 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:**

- Plan and lead specialty group exercise classes ensuring that participants are performing safe exercises.
- Modifies exercise class in accordance with participants, weather, etc.
- Maintains cleanliness of facility as a member of Clean Team.
- All other duties, as assigned.

**Scheduled Shift:** Part time; Approx. 4-6 hours weekly

**Pay Range:** \$12.00 – \$16.00

**Deadline:** 8/8/2014

**Please forward all resumes to:**

**Gina Laviolette**

Wellness Director

Capital District YMCA – Schenectady Branch

433 State Street

Schenectady, NY 12305

P: 518-881-0117 ext. 4440

F: 518-881-0122

Or by email at [glaviolette@cdymca.org](mailto:glaviolette@cdymca.org)

The Schenectady Branch of the Capital District YMCA is looking to fill the part time position of Recreational Assistant. Under the direction of the Childcare Director, the Recreational Assistant is responsible for assisting with the implementation of all child care activities for grades K - 6.

**Job Requirements:**

- Must be 18 years of age or older.
- 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.
- All other duties, as requested.

**Scheduled Shift:** Part time; Monday-Friday 2:00pm-6:00pm; Various locations

**Deadline:** Open

**Please forward all resumes to:**

**Kerri DiCaprio**

Childcare Director

Capital District YMCA – Schenectady Branch

433 State Street

Schenectady, NY 12305

P: 518-881-0117 ext. 4420

F: 518-881-0122

Or by email at [kdicaprio@cdymca.org](mailto:kdicaprio@cdymca.org)

The Greenbush Area YMCA is looking to fill a Tutor position for the Advantage Grant funded after school programs. Under the general direction of the Grant-Site Supervisor, the Tutor is responsible for planning and assisting children with homework assignments and school projects at the assigned grant site.

**Job Requirements:**

- Minimum age of 16 years of age.
- Prior tutor 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 every year.
- Excellent human relation skills, good organizational and communication skills.

**Principal Responsibilities:**

- Assist in 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 to assist with daily homework and other assignments.
- Maintain clean, neat and organized assignments.
- Maintain a safe and secure environment for all program participants.
- Appropriately communicate with parents.
- Maintain all applicable state regulations school age child care programs.
- Maintain cleanliness of facility as a member of Clean Team.
- All other duties, as requested.

**Scheduled Shifts:** Monday – Friday 2:00pm-6:00pm (Approx. 20 hrs. Weekly)

**Pay Range:** \$10.00

**Deadline:** 8/15/2014

**Please send all applications and resumes to:**

**Alysha Branch**

Childcare Director

Capital District YMCA - Greenbush Area Branch

20 Community Way

East Greenbush, NY 12061

P: 518.477.2570 x 1220

F: 518.479.0615

Or by email to [abbranch@cdymca.org](mailto:abbranch@cdymca.org)

The Southern Saratoga Branch of the Capital District YMCA is looking to fill the part time position of Head Swim Team Coach. Under the general direction of the Aquatics Director, plans, implements, supervises and evaluates the competitive swim program. Acts as the director of swim team practices meets and delegates responsibilities to other staff as needed.

**Job Requirements:**

- Minimum of three years experience in all levels of competitive swim participation at the scholastic, collegiate or club level.
- Previous swim team coaching experience required.
- Current CPR, First Aid, AED and Lifeguarding certifications (YMCA or Red Cross).
- Be able to pass the CDYMCA swim test, as administered by the Aquatic Director.
- 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.
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**Principal Responsibilities:**

- Screen and interview swim team staff for recommendation for hiring. Train and evaluate staff.
- Obtain feedback on the program and share with Aquatics Director.
- Schedule practices and competitions. Manage and direct team activity during practices and meets.
- Manage the competitions scheduled at the YMCA.
- Promote and market the program to the community.
- Manager the registration process for the competitive program.
- Manage the budget for the program and provide related information to the Aquatics Director as needed.
- Maintain cleanliness of facility as a member of Clean Team.
- All other duties, as assigned.

**Scheduled Shift:** Part time; Evenings and Weekends

**Deadline:** 8/8/2014

**Please forward resumes or applications to:**

**Jessica Stepp**

Aquatics Director

Capital District YMCA – Southern Saratoga Branch

1 Wall Street

Clifton Park, NY 12065

P: 518.371.2139 x 5530

F: 518-383.2748

Or by email at [jstepp@cdymca.org](mailto:jstepp@cdymca.org)

The Men's Residence Program within the Schenectady Branch of the Capital District YMCA at its new location is looking to fill the part time position of Cook. Under the direction and supervision of the Residence Food Service Supervisor, assists staff in all aspects of the meal program.

**Job Requirements:**

- HS/GED preferred.
- Prior food service experience preferred.
- 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:**

- Ensure hygiene of kitchen area and tools, meeting all applicable state, county, and city regulations and policies.
- Maintain appropriate storage of food and food service equipment.
- Assist supervisor with menu planning for the department, ensuring that all meals are nutritionally balanced, offer a nice variety and are posted for staff and residents to view.
- Inventory of products. Direct any vendor issues to supervisor.
- Prepare food, ensuring own personal cleanliness, food prepared and stored at appropriate temperatures, proper use and rotation of inventory and safety of equipment.
- Participate as an active member of and committees, as requested.
- Special projects as requested and needed.
- Ensure cleanliness of facility as a member of Clean Team.
- All other duties as assigned.

**Scheduled Shift:** Part time; Wednesday, Thursday and Friday 2:00pm-7:00pm, Saturday 9:00am-6:00pm

**Pay Range:** \$9.00

**Deadline:** Open

**Please forward all resumes to:**

**Sarah Erano**

Administrative Assistant

Capital District YMCA – Residence Branch

845 Broadway

Schenectady, NY 12305

P: 518-869-3500 ext. 2820

Or by email at [serano@cdymca.org](mailto:serano@cdymca.org)