

# Employment Opportunities

March 13, 2019

## MEMBERSHIP

### **PART-TIME** **MEMBER RELATIONS ASSOCIATE – OVERNIGHT** **Salary Range: \$ 13.00 – \$ 15.00 per hour**

Under the direction of the Member Relations Manager, the Member Relations Associate (overnight) handles daily operations in Member Relations. Duties include membership sales and updates, greeting and welcoming all, scanning cards, tours to potential members, class registration, filing, general data entry, and overnight support. The Member Relations Associate is responsible for providing excellent customer service at all times. This position primarily requires overnight hours with the opportunity to work additional shifts throughout the week.

**Days/Hours:** Weekend/Overnight hours with the opportunity to work additional shifts during the week.

#### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Sales or customer service experience.
- Computer skills: knowledge of Microsoft Office and ability to quickly learn database software required.
- Must have the ability to work well with a diverse population.
- Must be highly organized, detail-oriented and able to multi-task.
- Must possess great communication, problem-solving and conflict resolution skills.
- Bi-lingual (English and Spanish) skills preferred.
- CPR/First Aid/Child Safety certified within 90 days

**Application/Resume to:** [MEMBERSHIPMANAGER@MCGAWYMCA.ORG](mailto:MEMBERSHIPMANAGER@MCGAWYMCA.ORG)

Closing Date: 3/25/19

### **FULL-TIME** **MEMBER EXPERIENCE DIRECTOR** **Salary Range: \$ 54,000 – \$ 66,000**

Under the direction of the Branch Executive Director, the Member Engagement Director is accountable for the strategic vision and day-to-day operations of the Membership and Health & Wellness Departments, and dedicated to the advancement of membership at the McGaw YMCA. This position develops strategies to support increased membership, to include acquisition of new members, member engagement, and member retention. The Director is responsible for providing outstanding service to and building relationships with members, residents, program participants, and guests, in accordance with the Staff Promise, association guidelines, procedures, and initiatives. Engages and builds collaborative relationships with community organizations. This position is part of the lead team of directors and works to achieve the strategic goals and objectives of the McGaw YMCA.

This position requires an individual with very strong relationship building and leadership skills, accountable for total operating revenue of over \$4 million, with over 12,000 members and participants being served annually, and indirectly supporting over 100 employees. This position requires an individual with a deep commitment to diversity and inclusion; access and equity.

**Days/Hours:** Varying hours weekday mornings and weekday evenings, split shifts.

#### **Experience/Education/Certification Requirements:**

- Bachelor's degree in related field preferred or equivalent combination of education and experience
- A minimum of 5 years of supervisory experience in customer service, YMCA experience preferred
- Strong interpersonal skills and the ability to effectively interact with a diverse population are required
- This position requires the ability to motivate and support leadership staff
- Excellent written and oral communication skills, highly organized and able to multi-task
- Proficient in Microsoft Office, ability to learn various software systems to support daily operations
- Bilingual English/Spanish preferred

**Application/Resume to:** [MEMBERSHIPDIRECTOR@MCGAWYMCA.ORG](mailto:MEMBERSHIPDIRECTOR@MCGAWYMCA.ORG)

Closing Date: 3/25/19

# Employment Opportunities

March 13, 2019

## MEMBERSHIP

### PART-TIME

#### **MEMBER RELATIONS ASSOCIATE**

**Salary Range: \$ 13.00 - \$ 15.00 per hour**

Under the direction of the Manager of Member Relations the Member Relations Associate handles daily operations in Member Relations, including membership sales and updates, greeting and welcoming members, scanning cards, tours to potential members, class registrations, collecting rent, filing, and general data entry. The associate will answer questions about all programs at the McGaw YMCA. The position is responsible for providing excellent customer service at all times. This position requires flexible hours including early morning, weekend and evening hours.

**Days/Hours:** 10-20 hours/varies evenings and weekends required

#### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Sales or customer service experience/ Great communication skills
- Knowledge of Microsoft Office and database software required.
- Undergraduate degree preferred
- Must have the ability to work well with a diverse population
- Must be highly organized, detail oriented and able to multitask.
- CPR/AED and First Aid certified within 30 days
- Problem solving and conflict resolution skills

**Application/Resume to:** [MEMBERSHIPMANAGER@MCGAWYMCA.ORG](mailto:MEMBERSHIPMANAGER@MCGAWYMCA.ORG)

### PART-TIME

#### **MEMBER RELATIONS ATTENDANT 2 - PARKING**

**Salary Range: \$ 12.00 - \$ 13.50 per hour**

Monitor Member & Staff Parking Lot during shift to enforce parking guidelines, report safety and maintenance issues, ensure signage is up to date and visible and aide in communication with staff and members regarding any parking issues, temporary changes or policy updates. This position would be responsible for providing excellent customer service to people present in our lots, ensuring cars have the proper permits and are parked legally, coordinating with the City of Evanston in cases of necessary ticketing, and troubleshooting any issues that arise in the parking lots. This position will require flexible hours. The typical hours for this position would be weekday mornings, and evenings, with fluctuation throughout the calendar year based on facility usage. With some weekend hours as well.

**Days/Hours:** Varying hours weekday mornings and weekday evenings, split shifts.

#### **Experience/Education/Certification Requirements:**

- Must be highly organized, detail oriented, and able to Multi-task.
- Great communication skills
- Problem solving and Conflict resolution skills
- Bi-lingual skills preferred
- Ability to handle conflict
- Excellent communication skills

**Application/Resume to:** [MEMBERSHIPMANAGER@MCGAWYMCA.ORG](mailto:MEMBERSHIPMANAGER@MCGAWYMCA.ORG)

# Employment Opportunities

March 13, 2019

## MEMBERSHIP

### PART-TIME

#### **CHILD CARE ATTENDANT**

**Salary Range: \$9.50 – \$11.00 per hour**

This position calls for a strong commitment to the YMCA movement, the mission and the vision of the McGaw YMCA. Candidate must share our commitment to diversity. The main function of this position will be to take care of children from the age groups of 6 weeks old to 10 years old while their parents are in the building.

**Days/Hours:** Monday - Thursday 830am - 12pm & 4pm - 8pm/ Friday 830am - 12pm  
Saturday 830am - 2pm

#### **Experience/Education/Certification Requirements:**

- Bilingual English and Spanish speaker preferred but not required
- Experience working with children and families
- Competency with basic computer skills
- Strong organizational and communication skills
- Flexible schedule that would accommodate some weekend and evening work.
- Must love working with kids from 6 months old - 10 years old

**Application/Resume to:** Dora DiMarco, [DORAD@MCGAWYMCA.ORG](mailto:DORAD@MCGAWYMCA.ORG)

## HEALTHY LIVING

### FULL-TIME

#### **HEALTH & WELLNESS MANAGER**

**Salary Range: \$38,000 = \$47,500**

Under the direction of the Member Experience Director, the Health and Wellness Manager is a member service-oriented individual dedicated to providing healthy living opportunities for McGaw YMCA members and the Evanston community. The Health and Wellness Manager has overall responsibility for the planning and oversight of health and wellness programs and provides leadership and supervision to the following programs: personal training, orientations, massage therapy, Pilates personal training and group exercise classes within the Health and Wellness Department. The Manager is responsible for providing outstanding service to and building relationships with members, staff, residents, and guests. This position requires some early morning, evening, and weekend hours and scheduled to be onsite Monday – Thursday and Saturdays.

This position requires strong relationship-building skills and administrative leadership in planning, coordination, development, and the delivery of assigned services/programs. This position requires an individual with a deep commitment to diversity, inclusion, access and equity.

**Days/Hours:** Varies, 40 hours per week Mon- Thursday and Saturdays.

#### **Experience/Education/Certification Requirements:**

- Bachelor's degree in recreation management or related field or three years successful experience as a YMCA management professional or equivalent education and work experience.
- Nationally recognized certification in personal training.
- Nationally recognized certification in group exercise.
- Additional Required Certifications: CPR, AED, First Aid.
- Basic knowledge of computer systems such as; excel, word, adobe and publisher.
- Innovative thinking coupled with excellent administrative planning skills, highly organized self-starter

**Application/Resume to:** [HEALTHANDWELLNESSMANAGER@MCGAWYMCA.ORG](mailto:HEALTHANDWELLNESSMANAGER@MCGAWYMCA.ORG)

Closing Date: 3/27/19

# Employment Opportunities

March 13, 2019

## MARKETING

### FULL-TIME

#### **DIRECTOR OF MARKETING**

**Salary Range: \$53,800 - \$66,600**

Reporting to the Chief Marketing, Communications, and Development Officer, the Director of Marketing will lead a team of marketers responsible for the promotion of our services with particular focus on membership and program offerings. This is a core role that intersects with program leaders from creation of programs to marketing.

#### ESSENTIAL FUNCTIONS:

Develop the strategy for messaging, promotion and selling of our products.

Establish budget, reporting methods, and strategic marketing plan

Make data-driven decisions to move the team and service-adoption forward and hit company goals.

Lead a team of marketers to ensure the success and adoption of our services as they go to market.

Conduct regular market research and competitive analysis

**Days/Hours:** M-F 9-5; evenings and weekends when necessary

#### Experience/Education/Certification Requirements:

- BA/BS and 5 to 8 years of working in marketing, communications, branding, or digital
- Direct experience working with marketing platforms such as social media, online ads, CMS, and/or email marketing software
- Leadership experience with excellent communication skills, both written and verbal.
- A highly analytical approach, used in a wide range of responsibilities, from customer development, to service adoption, to sales processes; highly proficient in Microsoft Excel
- Ability to lead and communicate cross-functionally with IT and other departments.

**Application/Resume to:** [MARKETING@MCGAWYMCA.ORG](mailto:MARKETING@MCGAWYMCA.ORG) /subject line: Director of Marketing

**Application Closing Date:** 3/15/19

## BUILDING SERVICES

### PART-TIME

#### **BUILDING SERVICES 2**

**Salary Range: 12.00 - \$13.50 per hour**

The Building Services staff (Grade 2) reports directly to the Manager, Building Services. This position may include early mornings, late evenings and weekends. As part of the Y's building services team this position is responsible for cleaning designated areas inside and outside of the facility, performing set ups and take downs for events and completing assigned work-orders. In addition, staff will support the cleanliness of other programs and member areas of the YMCA to meet the Association's standards. The staff and members will be surveyed periodically to assess the cleanliness and safety of the designated work areas. The overall goal is to improve member satisfaction when it comes to cleanliness and safety in our facilities. It is our highest priority that at all times our staff is courteous, pleasant and cooperative to our staff and members. We are hiring female and male staff to support our locker room areas and other building areas.

**Days/Hours:** As needed weekends and evening up to 25 hours per week

#### Experience/Education/Certification Requirements:

- Strong work ethic and detail oriented
- Able to listen and then follow directions, alert behavior for safety
- Flexibility to cover various shifts as needed, in addition to weekends
- Basic computer skills for Facility Dude work order completion and communication

**Application/Resume to:** [BUILDINGSERVICES@MCGAWYMCA.ORG](mailto:BUILDINGSERVICES@MCGAWYMCA.ORG)

# Employment Opportunities

March 13, 2019

## SPORTS & COURTS

### PART-TIME

#### **GYM STAFF 2 & 3**

**Salary Range: \$ 12.00 – \$ 15.00 per hour**

Gym Supervisors have the responsibility of delivery and at times the planning of assigned YMCA youth wellness services, including but not limited to; youth physical education classes, special events, and programs. This position functions to enhance customer service by providing member assistance in the gymnasium area while keeping facilities neat and programs running smoothly and in a timely manner. Gym Supervisors setup and takedown equipment and materials for any YMCA programs, events, and rentals in the Sebring-Lewis Center and elsewhere. Supervisors are required to assist in the general upkeep, cleanliness, and organization of facilities. Supervisors will also help in Y Sports with the following; coaching, refereeing, supervising, executing, and the setup and takedown of all Y sporting events.

**Days/Hours:** Varies: Weekdays 3 PM - 10 PM, Saturdays 9 AM - 7 PM, and Sundays 9 AM - 6 PM

#### **Experience/Education/Certification Requirements:**

- This position requires previous experience working with youth, experience working with gym & physical education curriculum for youth ages kindergarten through high school preferred. All gym staff must be 18 years or older.
- Gym Staff 1 - Current CPR/1st Aid/AED certifications
- Gym Staff 2 - All of the above and minimum of 1 year experience working with and supervising youth of all ages
- Gym Staff 3 - All of the above and the ability to generate and implement creative ideas for programming and, responsible for revenue generating programs like birthday parties and rentals

**Application/Resumes to:** Greg Taylor, [GREGT@MCGAWYMCA.ORG](mailto:GREGT@MCGAWYMCA.ORG)

### PART-TIME

#### **GYM STAFF – SPECIALIST**

**Salary Range: \$ 14.50 – \$ 17.50**

Under the guidance and supervision of the Sebring-Lewis Center (SLC) and Sports Manager, the SLC Program Specialist delivers specialty programs during specific sports seasons. These programs may include, but are not limited to; refereeing games, sports training, physical education programs, and sports league coordination. The specialist works independently with minimal supervisions and is responsible for the planning, implantation and completion of a program or responsibility. Specialist are required to assist in the general upkeep, cleanliness, and organization of facilities.

**Days/Hours:** M, Tu, W, Th- 4pm-10pm (depending on day or evening of program) and Saturdays

#### **Experience/Education/Certification Requirements:**

- 21 years or older
- Completion of 1-2 years of college or equivalent experience related to working with children and specialty field
- Proficient in Microsoft office suite and general computing
- Must be highly organized, detail oriented, and able to multi-task
- Great communication, problem solving, and conflict resolution skills
- Program implementation experience
- Strong experience in, and understanding of digital media, marketing

**Application/Resumes to:** Greg Taylor, [GREGT@MCGAWYMCA.ORG](mailto:GREGT@MCGAWYMCA.ORG)

# Employment Opportunities

March 13, 2019

## AQUATICS

### PART-TIME

#### **SWIM INSTRUCTOR**

**Salary Range: \$8.50 – \$12.50 per hour**

Responsible for teaching preschool, youth or adult swim lessons to groups according to the standards set forth by YMCA of the USA.

**Days/Hours:** Flexible - Monday-Sunday (hours vary based on availability); up to 19.5 hours

#### **Experience/Education/Certification Requirements:**

- Instructors must have basic computer skills, be able to respond to email communication, and be able to complete online testing when required.
- ALL instructors must demonstrate competency in all swim skills - be able to swim 100 yards freestyle without stopping, 50 yards backstroke and breaststroke, and be able to tread water for 5 minutes. Quarterly trainings are required.
- Must have appropriate certifications (CPR, FA, AED) or within first month of hire.

**Application/Resumes to:** Megan Baxa, [MEGANB@MCGAWYMCA.ORG](mailto:MEGANB@MCGAWYMCA.ORG)

### PART-TIME

#### **LIFEGUARD**

**Salary Range: \$10.00 – \$12.50 per hour**

The lifeguard is responsible for ensuring the safety of the facility patrons by preventing and responding to emergencies as well as enforcing all facility rules and regulations. Monthly mandatory staff meetings are required.

**Days/Hours:** Monday-Sunday (shifts vary based on your availability); up to 19.5 hours/week

#### **Experience/Education/Certification Requirements:**

- Lifeguards must have basic computer skills, be able to respond to email communication, and be able to complete online testing when required.
- Must have appropriate certifications (lifeguarding, CPR, FA).
- Must be ARC lifeguard certified and be able to swim 200 yards each of the following strokes without stopping: Front Crawl, Breaststroke; 150 yards' choice (breaststroke/freestyle) Approach stroke 15 yards retrieve 10 lb brick at bottom of pool and return to start point. Tread water for 5 minutes. \*may be able to cross over to ARC from other certifications.

**Application/Resumes to:** Jeanette Hollingsworth, [JEANETTEH@MCGAWYMCA.ORG](mailto:JEANETTEH@MCGAWYMCA.ORG)

### PART-TIME

#### **MYST SWIM COACH**

**Salary Range: \$8.50 – \$12.50 per hour**

This person is responsible for leading a lane or small group of the YMCA (MYST) Swim Team. Duties include developing practices, running structured safe workouts, and staying within the principles and practices of MYST and the McGaw YMCA.

#### **MYST LEAD SWIM COACH**

**Salary Range: \$13.50 – \$16.50 per hour**

This person is responsible for heading up a number of practice groups of the YMCA (MYST) Swim Team. Duties include developing practices, running structured safe workouts, working with other staff, and staying within the principles and practices of MYST and the McGaw YMCA. Prior coaching experience and knowledge of competitive swimming required for this position. The ability to travel to swim meets on weekends is required for this position.

**Days/Hours:** Afternoons/Evenings/Weekend; up to 20 hours per week

#### **Experience/Education/Certification Requirements:**

- This position requires current certification in CPR and First Aid (or acquire within first month of hire) and a current lifeguard certification or Coaches Safety certification.
- The individual in this position should have a solid knowledge of swimming strokes and training concepts and should have experience working with competitive swimmers.
- In addition, this person must be well organized, have excellent interpersonal skills and must display excellent customer service skill.

**Application/Resumes to:** Michael Fleming, [MICHAELF@MCGAWYMCA.ORG](mailto:MICHAELF@MCGAWYMCA.ORG) /847-475-7400

# Employment Opportunities

March 13, 2019

## CHILDREN'S CENTER

FULL-TIME

### LEAD TEACHER, HEAD START

**Salary Range: \$29,000 - \$35,000**

The lead teacher is responsible for the care and education of a group of children as a part of a teaching team. The lead teacher works with the classroom team to plan, implement, as well as conduct age-appropriate activities in accordance with specified program standards that may include National Association for the Education of Young Children (NAAYEC), Head Start, Prevention Initiative (PI)/Preschool for All (PFA), Infant/Toddler Environment Rating Scale (ITERS)/ Early Childhood Environment Scale (ECERS), Classroom Assessment Scoring System (CLASS), and McGaw YMCA operational policies. This position requires active participation with other members of the teaching team, and parents to assess and address the needs of individual children and ensure that the child's and family's needs are supported. The lead teacher provides oversight of teachers in one or more classrooms and other staff as assigned.

**Days/Hours:** Monday through Friday, 40hrs/week

#### Experience/Education/Certification Requirements:

- A Bachelor's Degree with at least 18 semester hours in early childhood education, 1-3 years' experience in a licensed childcare center.
- Demonstrated experience working with preschool age childcare and the ability to manage staff performance.
- Must be able to exercise mature judgment and decision-making skills.
- Must be highly organized and able to multi-task effectively.
- Must have good communication skills.

**Application/Resume to:** Teyona James-Harris, [TEYONAJ@MCGAWYMCA.ORG](mailto:TEYONAJ@MCGAWYMCA.ORG)

FULL-TIME

### ASSOCIATE TEACHER, EARLY CHILDHOOD

**Salary Range: \$26,000 - \$29,000**

The associate teacher is assigned partial responsibility for planning and conducting age-appropriate activities and assumes full responsibility for care of children in absence of Lead/Supervising Teacher. The associate teacher works with the teaching team to plan, implement, as well as supervise activities in accordance with specified program standards that may include National Association for the Education of Young Children (NAAYEC), Head Start, Prevention Initiative (PI)/Preschool for All (PFA), Infant/Toddler Environment Rating Scale (ITERS)/ Early Childhood Environment Scale (ECERS), Classroom Assessment Scoring System (CLASS), and McGaw YMCA operational policies. This position requires active participation with other members of the teaching team, and parents to assess and address the needs of individual children and ensure that the child's and family's needs are supported.

**Days/Hours:** Monday through Friday, 40hrs/week

#### Experience/Education/Certification Requirements:

- A minimum of an Associate Degree with at least 18 semester hours in early childhood education, 1-3 years' experience in a licensed childcare center.
- Demonstrated experience working with preschool age childcare.
- Must be able to exercise mature judgment and decision-making skills.
- Must be highly organized and able to multi-task effectively.
- Must have good communication skills.

**Application/Resume to:** Teyona James-Harris, [TEYONAJ@MCGAWYMCA.ORG](mailto:TEYONAJ@MCGAWYMCA.ORG)

# Employment Opportunities

March 13, 2019

## CHILDREN'S CENTER

SEASONAL

### SCHOOL'S OUT LEAD

**Salary Range: \$ 12.00 – \$ 13.50 per hour**

The School's Out Program Lead is responsible for the daily supervision of after-school and holiday program participants grades K-5. S/he is responsible for assisting in the planning, development, and implementation of all program components and program activities in the School's Out program. The Lead guides the academic and social development of children; ensuring a safe, enriching, and healthy learning environment. Group Leads use a variety of resources, provided by the School Age Manager/Coordinator to introduce new skills throughout the execution of activities. To accomplish this, Group Leads are required to participate in ongoing professional development and planning sessions with the School Age Manager/Coordinator on a scheduled basis.

**Days/Hours:** M-F/Under 20 hours per week

#### Experience/Education/Certification Requirements:

- Must be at least 19 years of age or older.
- High School Diploma or equivalent (GED).
- Thirty semester hours (or 45 quarter hours) of credit from an accredited college or university with six semester hours (or 9 quarter hours) related to school age child care, child development, elementary education, physical education, recreation, camping or other related fields.

**Application/Resume to:** [AFTERSCHOOL@MCGAWYMCA.ORG](mailto:AFTERSCHOOL@MCGAWYMCA.ORG)

SEASONAL

### SCHOOL'S OUT ASSISTANT

**Salary Range: \$ 11.00 – \$ 11.50 per hour**

The School's Out Program Assistant is responsible for the daily supervision of after-school and holiday program participants grades K-6. S/he is responsible for assisting in the planning, development, and implementation of all program components and program activities in the School's Out program. The Assistant supports the academic and social development of children; ensuring a safe, enriching, and healthy learning environment. Group Assistants use a variety of resources, provided by the School Age Manager/Coordinator to introduce new skills throughout the execution of activities. To accomplish this, Group Assistants are required to participate in ongoing professional development and planning sessions with the School Age Manager/Coordinator on a scheduled basis.

**Days/Hours:** M-F/Under 20 hours per week

#### Experience/Education/Certification Requirements:

- Must be at least 18 years of age or older.
- High School Diploma or equivalent (GED).
- A minimum of one-year prior experience working with children under 12 years of age preferred.
- Group management, problem solving and conflict resolution skills.
- Ability to support interactive and educational/artistic activities, youth development, academic enrichment and arts.
- Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.

**Application/Resume to:** [AFTERSCHOOL@MCGAWYMCA.ORG](mailto:AFTERSCHOOL@MCGAWYMCA.ORG)

# Employment Opportunities

March 13, 2019

## CHILDREN'S CENTER

SEASONAL

### SITE DIRECTOR-COORDINATOR

**Salary Range: \$ 13.00 – \$ 14.50 per hour**

Day Camp Coordinator/ Site Director is responsible for the coordination and oversight of the day-to-day program at Summer Day Camp site. This position is responsible for providing leadership and supervision along with coaching and support to program staff to ensure desired program goals and outcomes are met. The Coordinator/ Site Director works to create positive, nurturing relationships with children while building cooperative relationships with parents/ caregivers focused on YMCA core values: honesty, respect, responsibility, and caring.

**Days/Hours:** M-F 35-40 hours per week

**Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Must be at least 21 years of age or older; High School Diploma or equivalent. One or more years of college preferred
- Previous experience working with children, preferably in a day camp setting
- Must have strong leadership and diplomacy skills; Exceptional group management, problem-solving and conflict resolution skills
- Experience in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts
- Must possess speaking, listening, and writing skills appropriate for interacting with both children and adults
- Must be capable of implementing the daily program related responsibilities of the program

**Application/Resume to:** [DAYCAMP@MCGAWYMCA.ORG](mailto:DAYCAMP@MCGAWYMCA.ORG)

SEASONAL

### DAY CAMP COUNSELOR

**Salary Range: \$ 11.00 – \$ 13.00 per hour**

Day Camp Counselor is responsible for providing leadership, ensuring safety of all participants and direct supervision of a group of children in a seasonal day camp. This position is responsible for planning, implementation, and facilitation of daily program activities. A counselor creates positive, nurturing relationships with children while building cooperative relationships with parents/caregivers focused on YMCA core values: honesty, respect, responsibility, and caring.

**Days/Hours:** M-F 25-35 hours per week

**Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Must be at least 18 years of age or older; High School Diploma or equivalent. One or more years of college preferred
- Previous experience working with children, preferably in a day camp setting
- Must have strong leadership and diplomacy skills; Exceptional group management, problem-solving and conflict resolution skills
- Experience in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts
- Must possess speaking, listening, and writing skills appropriate for interacting with both children and adults
- Must be capable of implementing the daily program related responsibilities of the program

**Application/Resume to:** [DAYCAMP@MCGAWYMCA.ORG](mailto:DAYCAMP@MCGAWYMCA.ORG)

# Employment Opportunities

March 13, 2019

## CHILDREN'S CENTER

SEASONAL

### **INSTRUCTIONAL COACH**

**Salary Range: \$30.00 – \$32.00 per hour**

The Summer Learning program Instructional Coach (IC) is a part-time seasonal position dedicated to the site location and is responsible for the coordination and oversight of the Power Scholars Academy, literacy and math, curriculum under the direction of the Director, School Age Programs. The IC is committed to quality and fidelity of the SLP program. The IC provides leadership, supervision; coaching and support to Teachers and Teacher Assistants to ensure desired program goals and outcomes are met.

**Days/Hours:** M-TH 16-20 hours per week

#### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Must have at least a Bachelor's degree related to education
- Must have a minimum of four years of relevant experience working with children in an educational setting including at least two years in an administrative supervisory capacity with demonstrated decision making ability
- Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
- Must be a positive role model with strong leadership, conflict resolution and diplomacy skills.
- Must be capable of directing daily administrative, program related, and supervisory responsibilities of the Summer Learning Program.
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

**Application/Resume to:** [SUMMERLEARNING@MCGAWYMCA.ORG](mailto:SUMMERLEARNING@MCGAWYMCA.ORG)

SEASONAL

### **ENRICHMENT DIRECTOR**

**Salary Range: \$18.00 – \$22.00 per hour**

The Summer Learning (SLP) program Enrichment Director (ED) is a part-time seasonal position 100% dedicated to the site location and is responsible for the coordination and oversight of the enrichment portion of the SLP program, Power Scholars Academy, under the direction of the Director, School Age programs. The ED is committed to exceeding quality and fidelity guidelines. The ED provides leadership, supervision; coaching and support to program staff to ensure desired program goals and outcomes are met.

**Days/Hours:** M-TH 16-20 hours per week

#### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Must have a minimum of four years of relevant experience working with children in an educational setting including at least two years in an administrative supervisory capacity with demonstrated decision-making ability.
- Must possess oral, auditory and written communication skills appropriate for interacting with both children and adults.
- Must be a positive role model with strong leadership, conflict resolution and diplomacy skills.
- Must be capable of directing the daily administrative, program related, and supervisory responsibilities of the Summer Learning Program.
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence.

**Application/Resume to:** [SUMMERLEARNING@MCGAWYMCA.ORG](mailto:SUMMERLEARNING@MCGAWYMCA.ORG)

# Employment Opportunities

March 13, 2019

## CHILDREN'S CENTER

SEASONAL

### TEACHER

**Salary Range: \$28.00 – \$30.00 per hour**

The Summer Learning program Teacher is responsible for planning, implementing and leading the educational activities of the SLP program, Power Scholars Academy. These activities include the facilitation of both literacy and math subjects. The Teacher works under the supervision of the SLP program Instructional Coach. The SLP program Teacher guides the academic and social development of children ensuring a safe, enriching, and healthy learning environment that promotes progress and learning.

**Days/Hours:** M-TH 16-20 hours per week

#### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Bachelor's degree in education required.
- Current State teaching certification.
- A minimum of one-year teaching experience or teacher assistant experience in elementary education.
- Exceptional group management, problem solving and conflict resolution skills.
- Experience in planning and delivering reading instruction.
- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
- Must have flexibility and the ability to adapt to changing circumstances.
- Demonstrate a working knowledge of YMCA mission, purpose and goals, childcare policies and YMCA standards; ensures the program meets the highest standards of excellence

Application/Resume to: [SUMMERLEARNING@MCGAWYMCA.ORG](mailto:SUMMERLEARNING@MCGAWYMCA.ORG)

SEASONAL

### TEACHER ASSISTANT

**Salary Range: \$12.00 – \$15.00 per hour**

The Summer Learning program Teacher Assistant is primarily responsible for assisting the SLP program Teacher in the implementation and facilitation of the Power Scholars Program. The Teacher Assistant reports to the Instructional Coach and assists in the supervision and in the literacy and social development of children ensuring a safe, enriching, and healthy learning environment.

**Days/Hours:** M-TH 16-20 hours per week

#### **Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Associate's degree required.
- A minimum of two years' classroom experience in an early childhood or elementary education.
- Exceptional group management, problem solving and conflict resolution skills.
- Experience in delivering instruction, creating or facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts.
- Must possess speaking, listening and writing, skills appropriate for interacting with both children and adults.
- Must have flexibility and the ability to adapt to changing circumstances.

Application/Resume to: [SUMMERLEARNING@MCGAWYMCA.ORG](mailto:SUMMERLEARNING@MCGAWYMCA.ORG)

# Employment Opportunities

March 13, 2019

## CHILDREN'S CENTER

SEASONAL

**ENRICHMENT LEADER**

**Salary Range: \$ 11.00 – \$ 13.00 per hour**

The Summer Learning program (SLP) Enrichment Leader (EL) is responsible for assisting the Instructional Coach and Enrichment Director in the planning, implementation, and facilitation of enrichment curriculum and program activities of the Power Scholars Academy program. The SLP EL guides the academic and social development of children ensuring a safe, enriching, and healthy learning environment. SLP ELs use a variety of resources, provided by the Site Director to introduce skills in Arts, Music, Physical Activity, Character Development, STEM, and Nutrition Education.

**Days/Hours:** M-F 25-35 hours per week

**Experience/Education/Certification Requirements/Requisite Computer Skills:**

- Must be at least 18 years of age or older.
- High School Diploma or equivalent. 2 years of college preferred.
- A minimum of two years' experience working with children in lower elementary grades.
- Must have strong leadership and diplomacy skills.
- Exceptional group management, problem solving and conflict resolution skills.
- Experience in creating, planning, and facilitating interactive and educational/artistic activities, youth development, physical activities, academic enrichment, and the arts

**Application/Resume to:** [SUMMERLEARNING@MCGAWYMCA.ORG](mailto:SUMMERLEARNING@MCGAWYMCA.ORG)

## CAMP ECHO

Camp Echo's hiring season for 2019 is under way. Click through the [Job Descriptions](#) page to learn more about the position(s) you are interested in and when you are ready to apply, fill out the [Staff Application](#). We encourage all applicants to submit their application by February 1, and we will review applications on a rolling basis after that time.

**More Information:** <http://www.mcgawymca.org/campecho/>

**Job Descriptions:** <http://www.mcgawymca.org/campecho/work-at-camp/job-descriptions/>

**Staff Application:** <http://www.mcgawymca.org/campecho/work-at-camp/staff-application-2/>

**Questions:** [sarahc@mcgawymca.org](mailto:sarahc@mcgawymca.org)

The life of a Camp Echo staff member is exciting, tiring, and incredibly rewarding. From the moment you arrive on camp for training until the moment you leave, you will be charged with the responsibility of ensuring every camper receives the support they need to have fun and grow into a leader.

Camp Echo's staff is a dedicated, welcoming, and extremely fun group of individuals that quickly become a tight-knit family for the summer. Traditionally, Camp Echo's summer staff is comprised of many returning staff members, first-time staff that have spent many summers as campers/trippers/CITs, and a group of individuals who have never set foot on Camp Echo's expansive property. The mix of new and old keep the Camp Echo spirit constantly growing and changing for the better.