

Employment Opportunities

September 10, 2019

MARKETING

FULL-TIME

DIRECTOR OF COMMUNICATIONS

Salary Range: \$53,300 - \$66,600

Under the direction of the Senior Director of Marketing, the Director of Communication oversees the creation and implementation of all communication to external and internal stakeholders for the McGaw YMCA. The Director of Communication is the public face for McGaw and builds the community's understanding of our mission, cause and impact through effective and engaging communications channels and tactics.

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. This position requires an individual with a deep commitment to diversity and inclusion; access and equity.

This position will be part of marketing/communications team and regularly interacts with program leaders and executive leadership across the association.

Through effective partnerships with the department leaders, the Director will implement communication strategies that support the growth of programs, services, membership and philanthropy. Additionally, the Director will ensure that opportunities to strengthen the image of the YMCA in the community are leveraged and facilitate stronger relationships in the Evanston community.

Key responsibilities include:

- ❑ Develop and execute campaign based and ongoing organizational communication strategies that position McGaw YMCA as the fitness, healthcare and social service agency in the Evanston community through these communication channels:
 - Bi-weekly stakeholder newsletters
 - Website content and blogs
 - Social media outlets (institutionally and across various programs)
- ❑ Support content creation for McGaw's marketing, programs, events and development materials
- ❑ Provide strategy and oversight for all internal and external communications
- ❑ Develop and maintain relationships with external stakeholders and media outlets
- ❑ Collaborate on creation and oversight of ongoing donor recognition
- ❑ Assist in achieving McGaw's external awareness goals by ensuring local delivery is consistent and meaningful
- ❑ Continually work to ensure McGaw is "at the table" in all community focused conversations/events
- ❑ Lead and manage executive communication to internal and external stakeholders

Days/Hours: In addition to weekday schedule, weekends, early mornings and evenings are required on occasion.

Experience/Education/Certification Requirements:

- ❑ Bachelor's degree in marketing, communications, public relations or related field; advanced degree preferred
- ❑ Minimum of 5 to 8 years of experience working in marketing or communications demonstrated success, preferably in the nonprofit sector.
- ❑ Direct experience working with social media, email marketing, website content, media relations, fundraising communication, annual reports and executive communication; experience in event planning and volunteer management is a plus.
- ❑ Strong knowledge in the fields of marketing, communications, and public relations; experience in the nonprofit sector; skills in creating user-friendly, accessible, design and collateral.
- ❑ Commitment to equity and demonstrated ability to communicate effectively and responsively with diverse groups of people from all social and economic segments of the community.
- ❑ Strong writing, editing, proofreading, verbal, and presentation skills.
- ❑ Advanced computer skills and Internet literacy required; Proficiency in Microsoft Office (Excel, Word, PowerPoint), CRM and database systems, social media, and website management; Google Apps, GetResponse, Adobe Illustrator, InDesign, Photoshop.

Notice to All Applicants: The YMCA enforces its policies and practices to prevent child abuse. The McGaw YMCA will not tolerate the mistreatment or abuse of youth in its programs. All reports of suspicious or inappropriate behavior with youth or an allegation of abuse will be taken seriously. Because of our concern for the welfare of children, the McGaw YMCA has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, employees are screened, and background checks are conducted as a part of the hiring process.

Employment Opportunities

September 10, 2019

DIRECTOR OF COMMUNICATIONS (Continued)

- Demonstrated ability to successfully plan, organize, implement, document, monitor projects, meet deadlines, and respond to changing priorities and circumstances.
- Ability to work and communicate with a diverse array of leaders from across the association and facilitate the collaboration of varying skill sets.
- Self-motivated with a positive and professional approach to management.
- Self-reliant, good problem solver, results oriented

Application/Resume to: COMMUNICATIONSEARCH@MCGAWYMCA.ORG

Application/Resume Closing Day: 9/18/2019

MEMBERSHIP

FULL-TIME

MEMBER EXPERIENCE DIRECTOR

Salary Range: \$54,000 – \$66,000

Under the direction of the Associate Executive Director, the Member Engagement Director leads the day-to-day operations of the Membership and Health & Wellness Departments and is dedicated to the advancement of membership at the McGaw YMCA. This position develops strategies to increase membership: including acquisition of new members, member engagement, and member retention. The Director is responsible for providing outstanding service to members, residents, program participants, and guests, in accordance with the Staff Promise, association guidelines, procedures, and initiatives. The Director also engages and builds collaborative relationships with community organizations.

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. In addition, this position requires an individual with a deep commitment to diversity and inclusion; access and equity.

Days/Hours: Varies

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: REBECCAS@MCGAWYMCA.ORG

Application/Resume Closing Day: 9/30/2019

Employment Opportunities

September 10, 2019

MEMBERSHIP

PART-TIME

MEMBER RELATIONS ASSOCIATE

Salary Range: Starts at \$13.00 per hour

Under the direction of the Member Experience Manager, the Member Relations Associate handles daily operations in Member Relations, including membership sales and updates, greeting and welcoming all, scanning cards, tours to potential members, class registration, filing, general data entry, and overnight security. They will be the daily point of contact for members, determining their needs and offering solutions to meet these needs. They will be responsible for providing a high level of customer service to Y members, program participants and guest. This position requires early morning, evening, weekend and overnight hours.

Please specify availability based on shifts as follows:

- Opener 4:45 AM - 12:00 PM
- Mid-Day 11:45 AM - 6:00 PM
- Evening 5:00 PM - 10:00PM
- Overnight 10:00 PM - 5:00 AM
- Weekends 4:45 AM - 12:00 PM & 12:00 PM -7:00 PM (Opener, Mid-Day, Evening, Overnight, Weekend)

Days/Hours: Minimum of 15 hours a week. Up to 25 Hours Weekly

Experience/Education/Certification Requirements:

- Must have high school diploma or GED.
- 3-5 years of Sales or customer service experience
- Knowledge of Microsoft Office and database software required.
- Undergraduate degree preferred or combination of equivalent experience.
- Must have the ability to work well with a diverse population.
- Must be highly organized, detail oriented, and able to multi-task.
- CPR/AED and First Aid Certification within 30 days

Application/Resume to: MEMBERSHIPMANAGER@MCGAWYMCA.ORG

HEALTHY LIVING

PART-TIME

PERSONAL TRAINER

**Salary Range: \$20.00 - \$30.00 per hour
(BASED ON EXPERIENCE)**

This position calls for a strong commitment to the YMCA movement and the Mission of the McGaw YMCA. This person is responsible for designing exercise programs and assisting clients with their exercise routine. The Personal Trainer provides individual, small group and/or class instruction in fitness program development, strength, and cardiovascular training.

Days/Hours: Weekdays, weekends, early mornings and evenings.

Experience/Education/Certification Requirements:

- Nationally certified as Personal Trainer (ACE, ACSM, etc)
- Additional Required Certifications: CPR, AED, First Aid
- Exceptional interpersonal skills and display a high level of customer service
- Highly organized, with computer skills for tracking personal training clients
- YMCA or not for profit experience preferred

Application/Resume to: ALYSONM@MCGAWYMCA.ORG

Employment Opportunities

September 10, 2019

HEALTHY LIVING

PART-TIME

GROUP EXERCISE INSTRUCTOR – AQUA FITNESS Salary Range: \$22.00 – \$28.00 per hour

The McGaw YMCA is looking for enthusiastic Aqua Fitness instructors. Applicants must have experience in both shallow and deep-water instruction. We are looking for friendly, attentive, safety oriented instructors who can communicate effectively to participants. Applicant should be able to motivate participants while paying particular attention to explaining proper technique and demonstrating exercises. Applicant should also be able to give alternative exercises during class for different skill and fitness levels. Classes may take place in either shallow or deep water. All formats are welcome, but classes specifically designed to improve cardiovascular health, strength, and mobility of participants are highly desired.

Days/Hours: Varies

Experience/Education/Certification Requirements:

- CPR/First Aid Certification
- Nationally Recognized Aqua Fitness Certification such as but not limited to: AFA, ASFA or AFPA

Application/Resume to: ALYSONM@MCGAWYMCA.ORG

AQUATICS

PART-TIME

SWIM INSTRUCTOR Salary Range: \$9.00 – \$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

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

Employment Opportunities

September 10, 2019

AQUATICS

PART-TIME

MYST SWIM COACH

Salary Range: \$10.00 - \$13.50 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: \$14.50 - \$17.50 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 /847-475-7400

CHILDREN'S CENTER

FULL-TIME

LEAD TEACHER, EARLY CHILDHOOD

Salary Range: \$29,000 - \$36,000

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 team to plan, implement, as well as supervise the activities in a curriculum that is in accordance with the developmentally appropriate practices as defined by the National Association for the Education of Young Children (NAEYC), DCFS and Head Start regulations as well as 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 and family's needs are supported.

Days/Hours: 8hr/day; Monday through Friday, plus family events, PD trainings and meetings as needed

Experience/Education/Certification Requirements/Requisite Computer Skills:

- ❑ A Bachelor's Degree in early childhood education, child development, elementary education, or early childhood special education or equivalent. Candidates with an Associate's degree in Early Childhood Education or equivalent AND enrolled in a baccalaureate degree program
- ❑ 1-3 years' experience in an Early Childhood Program.
- ❑ The ability to manage teaching team
- ❑ Must be able to exercise mature judgment and decision-making skills
- ❑ Must have good communication skills

Application/Resume to: Teyona James-Harris, TEYONAJ@MCGAWYMCA.ORG

Employment Opportunities

September 10, 2019

CHILDREN'S CENTER

PART-TIME

CUSTOMER SERVICE ASSOCIATE

Salary: \$13.00 per hour

Under the direction of the Admissions Manager, the Customer Service Associate handles daily operations at the Children's Center including program registration, greeting and welcoming members and families, monitoring building security, membership sales, scheduling tours, and assisting staff and administration. The Customer Service Associate is responsible to ensure member satisfaction by providing excellent service at all times.

ESSENTIAL FUNCTIONS: Maintains positive relations with parents, children and other staff and models relationship -building skills in all interactions. Be a Leader in outstanding customer service; Offers immediate resolution to staff and member needs whenever possible. Communicates effectively with staff and parents regarding registration and services. Participates in all required trainings including on-line and in person prerequisites, staff training week, and in-services. Attends and participates in program activities, family nights, and staff meetings. Follows YMCA policies and procedures, including those related to cash handling and document care, safety, cleanliness, medical situations, child abuse prevention and emergencies. Fosters a safe and welcoming environment that is consistent with the YMCA values. Maintains program site and equipment. Maintains required program records. Assures compliance with state and local regulations as they relate to support areas. Works as a team and with Admissions Manager to achieve goals of the department. Performs all necessary functions registration staff including but not limited to: Membership and Program Registrations, Cash Management, Point of Sales Transactions, Switchboard operations and Administrative tasks.

Days/Hours: MONDAY - FRIDAY: 2pm - 6:30pm, with additional hours as needed. Potential for additional swing shifts.

Experience/Education/Certification Requirements/Requisite Computer Skills:

- Must be at least 19 years of age; high school graduate or equivalent; one year or more of college preferred.
- Previous experience working in sales or customer service preferred.
- Knowledge of Microsoft Office and database/CRM software required.
- Previous experience with diverse populations preferred.
- Bi-lingual skills and a flexible schedule is preferred.
- Must be highly organized, detail oriented and able to multi-task, with great communication and problem solving skills.

Application/Resume to: Alyssa Thompson, ALYSSAT@MCGAWYMCA.ORG

Employment Opportunities

September 10, 2019

CHILDREN'S CENTER

SEASONAL

SCHOOL'S OUT LEAD

Salary Range: \$13.00 – \$14.00 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/Requisite Computer Skills:

- 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

SEASONAL

SCHOOL'S OUT ASSISTANT

Salary Range: \$13.00 – \$14.00 per hour

The School's Out Program Assistant 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 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/Requisite Computer Skills:

- 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