McGaw YMCA

Employment Opportunities
July 20, 2020

ACCOUNTING

FULL-TIME  STAFF ACCOUNTANT  Salary Range: $39,000-$49,000

Staff Accountant is responsible for the day-to-day operations of accounting processes, including Accounts Payable, Cash Disbursement, Account Reconciliation, Credit Card Reconciliation, Fixed Assets, and Payroll processes for the organization, and other projects as assigned. This position also provides accounting support for the Finance Department during the monthly closing process, the annual audit, special financial analyses as well as preparation of periodic accounting data and analyses to help provide information for various department and management decision making. This position reports directly to the Director of Accounting. This position supports continuous process improvement for Accounting Operations. The Staff Accountant will process and record Accounts Payable transactions including corporate credit card charges ensuring that all invoices are entered in the system timely, accurately, and in accordance with organizational policies and procedures. They will record revenue into the General Ledger from other systems via journal entry import. The Staff Accountant will maintain daily cash and credit card reconciliation with banks and credit card processing companies. They will assist in payroll processing for 375 employees on a bi-weekly basis ensuring that all employees are being paid accurately. The Staff Accountant is responsible for monthly reconciliation of corporate credit card, development revenue, pledge receivable and other assigned balance sheet accounts. They will be responsible for fixed asset maintenance including entering new assets in the Fixed Assets module and providing capital-spending reports on a monthly basis. They will assist with month-end and year-end closing including processing adjusting journal entries, various ad-hoc reports, and other projects as assigned. They will assist with annual audit preparation including preparing audit schedules, as well as, other projects assigned.

Days/Hours: Monday–Friday

Experience/Education/Certification Requirements/Requisite Computer Skills:

- A.S. or B.S. in Accounting, Finance, or Business Administration
- 1–3 years in Accounting, including Accounts Payable and Account Reconciliation
- Ability to analyze and present information from diverse financial materials
- Knowledge of Microsoft Office and expertise in Financial Systems (Financial Edge a plus)
- Detailed oriented with a high regard for accuracy and able to work independently
- Exceptional organizational skills and ability to meet deadlines
- Ability to effectively interact with diverse group of employees and work with managers to help them in solving financial issues.
- Experience in Not-for-Profit preferred

Application/Resume to: E-mail cover letter/resume to ACCTGspecialist@mcgawymca.org

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.
MEMBERSHIP

FULL-TIME

MEMBER RELATIONS SPECIALIST

Salary Range: $14.00-$16.00 per hour

The Member Relations Specialist handles daily operations in the McGaw YMCA Member Relations department. This position reports to the Member Experience Director and is responsible for providing excellent customer service at all times as well as supporting data analysis, departmental projects and responsibilities as designated by the Member Experience Director. They will be the daily point of contact for members, determining their needs and offering solution based resolutions. This role will act as a team lead to support part-time staff modeling a high level of customer service to Y members, program participants and guests. This position requires flexible hours including morning, weekend and evening hours.

Days/Hours: Flexible hours including early morning, evening and weekend hours.

Experience/Education/Certification Requirements:
- 5+ years of combined sales & customer service experience
- 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 multi-task.
- Great communication skills
- Problem solving and conflict resolution skills

Application/Resume to: MEMBERSHIPMANAGER@MCGAWYMCA.ORG attention: Kim DeRaedt

PART-TIME

MEMBER RELATIONS ASSOCIATE

Salary Range: Starts at $14.00 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.

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 attention: Kim DeRaedt

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HEALTHY LIVING

PART-TIME

PERSONAL TRAINER
Salary Range: $20.00 - $30.00 Per Hour

FITNESS COACH
Salary Range: $13.00 - $14.50 Per Hour

This combined position will serve under the guidance and supervision of the fitness manager, this person has the responsibility for delivery of assigned YMCA fitness and wellness services. 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. This position functions to enhance customer service by assisting members in the fitness areas while keeping facilities neat and running smoothly. This person will also be responsible for equipment, orientation, member engagement and value initiatives during assigned floor time. 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: 5 to 29 hours per week. 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
- 1-2 years personal training experience
- YMCA or not for profit experience preferred

Application/Resume to: ALYSONM@MCGAWYMCA.ORG

CHILDREN’S CENTER

PART-TIME

CUSTOMER SERVICE ASSOCIATE
Salary Range: Starts at $14.00 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 in various capacities. The Customer Service Associate is responsible to ensure member satisfaction by providing excellent service at all times. The customer service associate maintains positive relationships with parents, children, and staff. Models relationship-building skills in all interactions. Is a Leader in outstanding customer service. Offers immediate resolution to staff and family needs whenever possible. Communicates effectively and appropriately 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: 2 Positions Available: Monday through Friday, 6:30am-10:30am OR 2:30pm-6:30pm

Experience/Education/Certification Requirements/Requisite Computer Skills:
- Must be at least 19 years old; high school graduate or equivalent required. 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 problem solving and interpersonal skills

Application/Resume to: ALYSSAT@MCGAWYMCA.ORG

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