

YMCA of the Fox Cities Job Vacancy List - Last revised 5-08-08

APPLY IN PERSON AT ANY FOX CITIES BRANCH

Please Contact the Human Resource Department for Questions - 954-7624 or dblair@ymcafoxcities.org

Job Title	Location/ Date Posted	Department	Hours per Week	Schedule	Hiring Supervisor	Responsibilities and Qualifications Required
Appleton YMCA						
Financial Development Director	Appleton - Corp. Office March '08	Financial Development	Full Time Exempt	Varies	Denise Blair 954-7624	Qualifications or Skills Required: Degree in business, marketing or related, 3 – 5 yrs. non-profit and financial/fund development experience, demonstrated ability to motivate and work with groups of people to help achieve goals, event planning, good computer skills, and exceptional organizational, interpersonal and communication skills. Major Responsibilities: Manage the financial development efforts within the association to include: fundraising programs, annual giving campaigns, Strong Kids Campaign, Heritage Club Committee, and Golf Outing Committee and annual events and recognition. Work with and motivate groups of volunteers, create and distribute bi-annual newsletter and other correspondence regarding financial development. Recruit and continuously develop strong relationships with prospective donors and supporters, assist with soliciting funds, and maintaining accurate records. Application Deadline: May 22, 2008
21st Century School Age Coordinator	Appleton Area School Sites May '08	School Age	Full Time	Varies	Kathy Tennyson 954-7642	Qualifications or Skills Required: Bachelor's degree or Associates Degree Have at least two years experience working with school age children. YMCA experience preferred. Major Responsibilities: Excellent customer service. Excellent communication skills. Knowledge of age appropriate development in youth ages 5 -12 yrs. Ability to effectively manage a staff team of approximately 12. Knowledge of budgeting and working within a budget. Position starts July 1st, 2008. Application Deadline: Friday, May 16, 2008
Assistant Teacher	Appleton May'08	Drop-In	Part Time 4-15 hours per week	Varies	Erin Pues 954-7636	Must be at least 18 years of age per licensing requirements. Must have Introduction to the Child Care Profession or equivalent completed Fundamentals of Infant and Toddler Care within 6 months of hire. Assistant Teachers working in the Infant Room must also complete Fundamentals of Infant and Toddler Care within 6 months of hire. Prior experience working with children highly preferred. Major Responsibilities: The Assistant Teacher is to assist the Lead Teacher with all classroom activities. Interact frequently, affectionately and respectfully with children and parents. Maintain a safe, healthy, happy environment where the children are continuously learning.
Head Swim Developmental Team Coach	Appleton May'08	Swim Team	Full Time Exempt	Varies	Angela Monty 954-7627	The YMCA of the Fox Cities competitive swim program is seeking a motivated and responsible Head Developmental Swim Coach. Responsibilities will include: scheduling practices, program development and growth, swim meets, age group swimming, masters swimming and skill clinics. The Ideal candidate will have a competitive swimming background with coaching and supervisory experience and be an ASCA (American Swimming Coaches Association) member. A degree in Recreation, Health, Physical Education or related field is preferred. Must have or be willing to take CPR, First Aid and either Basic Safety Training for Swim Coaches or Lifeguard certifications.
School Age Site Supervisor	Appleton & Kimberly Area School Sites March '08	School Age	Part Time 15 20 hours per week	Varies	Kathy Tennyson 954-7642	Prefer individuals who are energetic, creative and have experience working with school age children. Major Responsibilities: Will provide educational and recreational activities. Will assist with homework and provide snacks. This position is responsible in ensuring that a safe, high quality program is operating at all times. Will supervise school site locations for before and/or after school programs for children ages 5 - 12 years old. Education experience/background helpful but not necessary. Will provide training.
Lifeguards and/or Swim Instructors	Appleton Open	Aquatics	Part Time 5-25 hrs per week	All Shifts Available 5am - 9pm, days, evenings & weekends	Jody LaPlante 954-7640	Will be responsible for ensuring the safety of the swim participants, watching the deck and pool, ensuring a safe and clean area, and instructing participants on proper swim techniques. Must have lifeguard training, CPR Pro, and First Aid Certifications.
Fox West YMCA						
Administrative Assistant	Fox West May '08	General and Administration	Part Time 20 hours per week	Flexible	Brenda Johnson 757-9820	We are seeking a part time Administrative Assistant to assist the Executive Director. Qualifications or Skills Required: Three years general office experience preferred. The position requires computer experience along with a high degree of organizational skills, accuracy, and excellent communication & customer service skills. Knowledge of YMCA programs, its mission and goals is beneficial. Post high school education preferred. Computer skills: Microsoft Office Products (Windows, Word, Excel, Power Point, and Publisher) and data base entry/maintenance along with the ability to learn additional computer software. Major Responsibilities: The Administrative assistant will perform secretarial/clerical duties including but not limited to: word processing, filing, answering phones, and general correspondence for the Fox West YMCA Executive Director. This position will also assist in the marketing of programs and events, assisting with the Strong Kids Campaign, as well as, creating newsletters and other promotional materials.
Lead Dance Instructor	Fox West April '08	Dance	Part Time 5 10 hours per week	Varies	Toni Rockow and Kara Ferris 830-5700	Qualifications or Skills Required: The position requires an extensive background in dance and dance instruction. Prior experience as a dance instructor is necessary, as well as, enjoying working with children. Multi-medium experience preferred (Tap, Jazz, Lyrical, Ballet, Hip-Hop). The lead instructor must be able to promote programs enthusiastically and encourage community participation by assisting in the management of a high quality dance program. The ability to give clear and concise information to the staff, parents and dance students is necessary. An insight into the needs of the community is a necessity to create and implement special programs within the area. Major Responsibilities: Instruct dance classes and manage the dance program and its staff. Application deadline: June 1, 2008.

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Property Manager	Fox West April '08	Maintenance	Full Time	Varies	Denise Blair 954-7624	Qualifications or Skills Required: Vocational degree, plus 3-5 years of maintenance experience. Must have the ability to work with little or no supervision. Experience in general plumbing, electrical and construction needed. Experience in HVAC and pool maintenance preferred. Administration and budgeting skills required. Must have transportation and a valid drivers license. Major Responsibilities: Facility and grounds repair and maintenance. Ensuring that the facility is clean and safe at all times. Budget creation and monitoring. Developing and following preventative maintenance and facility cleaning plans. Maintain inventories of parts and supplies. Providing guidance during facility expansion. Serve as a member of management teams. Application Deadline: May 22, 2008.
Member Services Staff	Fox West March '08	Membership	Part Time up to 8 hours per week	3:00pm- 6:30pm and/or 4:45am- 8:30am	Maureen Hatchell	Qualifications or Skills Required: Must have excellent customer service skills, basic computer skills, be detail oriented and work well with all ages. Will be required to become certified in CPR/AED and First Aid. Preferred candidates will have previous customer service experience and an understanding of the YMCA mission and values. Major Responsibilities: Handle all customer service transactions at the front desk, answer phone calls, help with towel service to members, meet and greet members, give tours, help with other projects as required by management staff.
Group Fitness Instructor	Fox West March '08	Health & Fitness	Part Time 1 3 hours per week	Day time and/or Evening hours	Jennifer Ruis 757-9820	Qualifications or Skills Required: Foundations of Group Exercise certification or equivalent preferred. Will consider training candidate with minimum 1 year of class participation. Major Responsibilities: Lead a group of class participants with a range of skills through a safe, challenging and enjoyable aerobic and strength exercise program.
Heart of the Valley YMCA						
Dance Instructor	Heart of the Valley April '08	Dance	Part Time 5 10 hours per week	Varies	Toni Rockow and Kara Ferris 830-5700	Qualifications or Skills Required: The position requires a background in dance and dance instruction. Prior experience as a dance instructor is necessary, as well as, enjoying working with children. Multi-medium experience preferred (Tap, Jazz, Lyrical, Ballet, Hip-Hop). Other qualifications include motivation, excellent work ethic, attention to detail and problem solving abilities. In addition, this position requires initiative, drive and patience. A willingness to promote a positive attitude at all times is key! Major Responsibilities: Instruct dance classes. Application deadline: June 1, 2008.
Lifeguards and or Swim Instructors	Heart of the Valley Open	Aquatics	Part Time 5-20 hrs per week	5 AM - 9:30 PM, varied and flexible.	Wendy Schmidt 830-5714	Will be responsible for ensuring the safety of the swim participants, watching the deck and pool, ensuring a safe and clean area, and instructing participants on proper swim techniques. Prior teaching experience preferred and/ or WSI training. Must have lifeguard training, CPR Pro, and First Aid Certifications. Must be at least 16 years old.
Neenah Menasha YMCA						
Program Services Assistant	Neenah Menasha April '08	Administration	Part Time 15- 25 hrs per week	Approx. M-F 11:00am- 4:00pm	Brian Rammer 886-2136	Qualifications or Skills Required: Knowledge of the YMCA programs and staff. General office experience preferred and computer experience needed in Word, Power Point, Publisher and Excel. High school diploma required. Major Responsibilities: Assist Program Staff in creating publications such as posters, flyers, power points, handouts, handbooks, etc. for specific program needs. Provide program clerical support on duplicating machine, folder, binder, and cutter. Models YMCA core values of (Caring, Honesty, Respect and Responsibility) in all relations with staff and customers. Assist Program Services in maintenance of paper supply. Assist courtesy counter staff on peak registration days. Organize bulk mail and maintain postage. Stock, track, inventory and bill printing ink, office supplies and paper for branch. Maintain laminator, folder, duplicator and collating office machines. Facilitate program runs using duplicator. Application Deadline May 12, 2008.
Lead Teacher	Neenah Menasha March '08	Child Care	Full Time	Primarily M-F Days	Judy Seibel 886-2134	Will assist in ensuring a safe, high quality program and atmosphere at all times, will assist in planning and carrying out the daily program and curriculum, along with being hands-on with all children's activities. Due to licensing requirements must be at least 18 years of age or older, prior experience working with children (2 years preferred). Prefer an Associate Degree or higher in early childhood education or related field, must have child care profession and skills and strategies for the child care teacher.
School Age Childcare Supervisor	Neenah Menasha March '08	Child Care	Part Time 10-12.5 hrs/wk	Monday - Thursday 3:00-5:30 PM and Friday 2:15-5:30 PM	Laurie Hopkins 886-2153	Applications being accepted for part time positions within our after school program in the Neenah elementary schools. Prefer individuals who are energetic, creative and have experience working with school age children. Will provide educational and recreational activities. Will assist with homework and provide snacks.
Swim Instructors and/or Lifeguards	Neenah- Menasha Open	Aquatics	Part Time Varies	Varies	Kathryn Herzog 886-2132	Will be responsible for ensuring the safety of the swim participants, watching the deck and pool, ensuring a safe and clean area, and instructing participants on proper swim techniques. Prior teaching experience preferred and/ or WSI training. Must have lifeguard training, CPR Pro, and First Aid Certifications. Must be at least 16 years old.