

**YMCA OF GREENSBORO**  
**FULL TIME VACANCY LIST**  
**July 19, 2010**

**Position:** Aquatic Director    **Branch:** Spears    **Supervised by:** Assoc. Exec. Dir.

**Job Summary:** Opportunity for a highly motivated and creative team player to supervise 7 lanes 25 yds with zero entry pool. It will be the responsibility of the Aquatic Director to over see all Aquatic programs including water exercise, swim lessons, scheduling staff and pool events, booking facility rentals, as well as pool maintenance. The Aquatics Director will recruit, train, supervise and evaluate all Aquatics staff to ensure a safe pool environment. Preferred candidate certifications in WSI or YMCA Swim Lesson instructor and/ or water fitness and pool operator.

**Minimum qualifications:** Bachelor's Degree from a four-year college and one to two years related experience and/or training; or equivalent combination of education and experience.

**Preferred qualifications:** CPR for the Professional rescuer and First Aid, AED and a national recognized Pool Operator Certification, current YMCA or Red Cross lifeguard certification. YMCA certifications preferred.

**Date Posted:** 7/12/10                      **Closing Date:** 7/23/10

**Starting Salary Range:** \$29,883 - \$35,486

**Regular Hours:** Vary    **Nights or weekends?**     Seldom/Never     Occasionally     Frequently

**Forward Resumes to:** Lesley Watts, Associate Executive Director, Alex W. Spears Family YMCA, 3216 Horse Pen Creek Rd, Greensboro, NC 27410 or e-mail: [Lesley.watts@ymcagreensboro.org](mailto:Lesley.watts@ymcagreensboro.org)

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**Position:** Administrative Coord.                      **Branch:** Spears    **Supervised by:** Executive Dir.

**Job Summary:** The Administrative Coordinator is responsible for a variety of administrative functions for the Executive Director and Department Directors including but not limited to record keeping, program billing, communication, end of day reports, payroll, invoices and bank drafts. Grant writing experience is a plus.

**Minimum Qualifications:** (A. A.) or equivalent from a two-year college or technical school; or six months to one year related experience or equivalent of education and experience.

**Date Posted:** 7/19/10    **Closing Date:** 7/30/10                      **Starting Range:** \$14.37 – 16.35/hr

**Nights or weekends?**     Seldom/Never                       Occasionally                       Frequently

**Forward resume to:** Joe Hennigan, Executive Director, 3216 Horse Pen Creek Rd., Greensboro, NC 27410 or email to [Joe.Hennigan@ymcagreensboro.org](mailto:Joe.Hennigan@ymcagreensboro.org)

*To apply for a posted position, interested employees should forward a resume to the designated contact person for the specific position. The contact person will notify all applicants (internal and external) of their status as soon as a decision can be reached.*