

YMCA OF GREENSBORO FULL-TIME VACANCY LIST DECEMBER 3, 2018

**Position: Membership Director Branch: Eden & Western Rockingham YMCA
Supervised by: Executive Director**

Job Summary: Do you have a passion for serving others and a talent for customer service? If so, you may want to join our team at the Eden and Western Rockingham YMCAs. We are looking for a proven leader who is member focused and customer service driven to become our next Membership Director. This is an integral position for the continued success of our YMCAs and requires someone who is detail oriented with strong management skills. This position directs all aspects of membership for the branches including recruitment of new members, retention of existing members, budget preparation and management and supervision of 10-20 part-time hourly customer service and managing a combined budget of \$800,000 dollars. Other responsibilities include general branch administrative duties. The membership director will need to be familiar with all programs and offerings, and train membership staff on record-keeping and customer service. In addition, every position in the YMCA of Greensboro is responsible for modeling behaviors that reflect the four pillars of character - caring, honesty, respect and responsibility.

Minimum qualifications:

1. Bachelor's degree in related field preferred or equivalent combination of education and two years of supervisory experience.
2. Previous supervisory experience in customer service preferred.
3. Ability in budgeting and the managing the budget are a must.
4. Excellent personal computer skills and experience with standard business software.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Maturity and attention to detail are a must.
7. Proficiency in CCC or comparable management operating system preferred.

Date Posted: 11/26/18

Closing Date: 12/14/2018

Starting Range: \$33,488-35,000

Regular Hours: Monday through Friday, 9 AM - 6 PM

Nights or weekends? Seldom/Never

Occasionally

Frequently

To Apply: Internal candidates should submit a cover letter, resume and reference list to Pete Baker, Executive Director - pete.baker@ymcagreensboro.org

External candidates should submit an application for employment with a cover letter, resume and reference list to the same address.

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.

**YMCA OF GREENSBORO
FULL-TIME VACANCY LIST
DECEMBER 3, 2018 (CONT'D)**

**Position: Aquatics Director Branch: Eden Family YMCA
Supervised by: Executive Director**

Job Summary: Opportunity for a highly motivated, cause driven leader and creative team player to supervise 5 lanes 25 yards pool. It will be the responsibility of the Aquatics Director to oversee all Aquatic programs including water exercise, swim lessons, swim team, scheduling staff and pool events, as well as pool maintenance. The Aquatics Director will recruit, train, supervise and evaluate all Aquatics staff to ensure a safe pool environment. Must possess strong organization and management skill. In addition, every position in the YMCA of Greensboro is responsible for modeling behaviors that reflect the four pillars of character - caring, honesty, respect and responsibility.

Minimum qualifications:

8. Bachelor's degree in related field preferred or equivalent combination of education and two years of supervisory experience.
9. Previous supervisory experience in customer service preferred.
10. Ability in budgeting and the managing the budget are a must.

Preferred Qualifications: Certifications preferred prior to hire and required within 30 days of hire include a nationally recognized Pool Operator certification, CPRO/FA Certification, current YMCA or Red Cross lifeguard certification, AED and Oxygen Administration, YMCA certifications preferred.

Date Posted: 11/19/18 **Closing Date:** 12/14/2018 **Starting Range:** \$33,488-35,000

Regular Hours: Monday through Friday, 9 AM - 6 PM

Nights or weekends? Seldom/Never Occasionally Frequently

To Apply: Internal candidates should submit a cover letter, resume and reference list to Pete Baker, Executive Director - pete.baker@ymcagreensboro.org

External candidates should submit an application for employment with a cover letter, resume and reference list to the same address.

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.

**YMCA OF GREENSBORO
FULL-TIME VACANCY LIST
DECEMBER 3, 2018 (CONT'D)**

**Position: Sports Director Branch: Spears YMCA
Supervised by: Associate Executive Director**

Job Summary: Do you remember what it was like when you were a kid playing sports? Remember all of the fun you had? If you would like to give the same opportunity to our youth today, then you may want to think about joining our sports team. We are looking for an organized, energetic and sports minded individual to help us make the Spears YMCA's Sports Programs the best they can be. The Sports Director is responsible for organizing and implementing all youth and adult sports, and all other assigned special events. Oversee the hiring, training, and supervision of staff. Recruit volunteers and develop a winning team. Develop and distribute team practice and game schedules through PlayerSpace. In addition, every position in the YMCA of Greensboro is responsible for upholding the Judeo-Christian principles that are central to our mission by modeling behaviors that exemplify the four pillars of character - caring, honesty, respect and responsibility.

Minimum qualifications: Bachelor's Degree from a four-year college and two or more years related experience and / or training.

Preferred qualifications: Two years related experience and/or training

Starting Salary Range: \$33,488 - \$38,000

Posting Date: 12/3/18

Closing Date: 12/15/18

Regular Hours: Vary

Nights or weekends? Seldom/Never Occasionally Frequently Regularly

Forward resume to: Lesley Watts, Associate Executive Director, Spears Family YMCA, 3216 Horse Pen Creek Road, Greensboro, NC 27410, or email to lesley.watts@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.