

YMCA of the Fox Cities Job Vacancy List - Last revised 8-01-2008

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						
Aquatic Program Coordinator	Appleton July '08	Aquatics	Full Time	The hours are primarily daytime and early evening hours and do include some weekend hours	Jody LaPlante 954-7640	QUALIFICATIONS: The Aquatic Program Coordinator must be currently certified in lifeguard training, First Aid, CPR for the Professional Rescuer/AED essentials (Instructor certification in these areas is preferred). WSI or YMCA Instructor certification is also required. This position requires a minimum of five years of experience instructing all levels of swimming including preschool, youth and adults, as well as, experience life guarding. The position requires excellent communication, interpersonal, and organizational skills, good computer and supervisory skills. Prior management experience is a must. Major Responsibilities: The Aquatic Program Coordinator assists the Aquatic Director in supervising, scheduling and training aquatic staff and teaches classes and lifeguards as needed.
School Age Site Supervisor (Several positions open)	Appleton July '08	School Age	Part Time 15 - 20 hours per week	Varies	Kathy Tennyson 954-7642	Position open to provide before and/or after school care at Appleton and Kimberly Schools. 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 after school programs for children ages 5 - 12 years old. Must have a minimum of Introduction to the Child Care Profession (Formerly EC 1) and Skills and Strategies for the Child Care Teacher (formerly EC 2), 6 credits in Early Childhood Education, or the equivalent or be willing to complete within six months. Associates or Bachelors Degree in Early Childhood Education or related field highly preferred.
Assistant Teacher (Two Positions Open)	Appleton July '08	Day Care	Part Time	One position is Mon-Fri 2:00- 6:00pm & the other position is Mon-Fri 8:00am 1:00pm	Stephanie Bender 954-7613	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. Care for children, monitor, supervise and ensure a safe environment for all children. Maintain positive relationships with all children, parents and other staff members within the YMCA. Help to ensure the program meets State of Wisconsin regulations. Qualifications or Skills Required: Must have high school diploma or the equivalent. Must have a minimum of Introduction to the Child Care Profession (Formerly EC 1) and Skills and Strategies for the Child Care Teacher (formerly EC 2), 6 credits in Early Childhood Education, or the equivalent. Associates or Bachelors Degree in Early Childhood Education or related field highly preferred. Prior experience working with children required.
Assistant Teacher Two Openings (Positions Start August 1st)	Appleton July '08	CLC	Part Time around 30 hours per week	Varies as needed	Jackie Ponschock 628- 5850	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. Care for children, monitor, supervise and ensure a safe environment for all children. Maintain positive relationships with all children, parents and other staff members within the YMCA. Help to ensure the program meets State of Wisconsin regulations. Qualifications or Skills Required: Must have high school diploma or the equivalent. Must have a minimum of Introduction to the Child Care Profession (Formerly EC 1) and Skills and Strategies for the Child Care Teacher (formerly EC 2), 6 credits in Early Childhood Education, or the equivalent. Associates or Bachelors Degree in Early Childhood Education or related field highly preferred. Prior experience working with children required.
Daycare Teacher	Appleton July '08	CLC	Full Time	8:00am to 5:00pm Mon-Fri	Jackie Ponschock 628-5853	The Lead Teacher will lead all classroom activities. Interact frequently, affectionately and respectfully with children and parents. Maintain a safe, healthy, happy environment where the children are continuously learning. Care for children, monitor, supervise and ensure a safe environment for all children. Maintain positive relationships with all children, parents and other staff members within the YMCA. Help to ensure the program meets State of Wisconsin regulations. 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. Prior YMCA experience preferred. Application Deadline: August 1, 2008.
Wellness Specialist	Appleton June '08	Health & Fitness	Part Time 10-20 hours per week	Varies	Michele Stellrecht 954-7621	We have an exciting opportunity for an experienced health and wellness professional to provide personal training, health coaching, equipment orientations, help with incentive programs, and various fitness and strength instruction within a wellness fitness center setting. The qualified person will have a minimum of 3 years of personal training and strength training experience, able to provide equipment orientations, and teach a variety of group fitness and strength classes preferred. The ideal candidate will be self motivated, knowledgeable on the proper usage of exercise equipment, fluent in adult fitness instruction, organized, professional, good computer skills, and have exceptional customer service skills.
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.

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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.
Swim Coach	Appleton May '08	Swim Team	Part Time Hours vary	Varies	Angela Monty 954-7627	The Fox Cities YMCA Swim Team is looking for passionate, encouraging and reliable swim coaches. Our program offers 4 practice groups out of 4 different practice facilities throughout Neenah and Appleton. Each practice group ranges in size from 25-60 swimmers. The primary function of this position will be to instruct high school and age group athletes during swim practices and occasionally attend meets. The ideal coach should be positive, professional, and have great communication skills. Qualifications include having or being willing to obtain proper coaching credentials (First Aid, CPR, Coaches Safety Training and/or Life Guarding), competitive swimming experience and coaching experience.
Outreach Water Fitness Instructor	Appleton June '08	Fitness	Part Time 1 or 2 hours per week	Mon 7:00- 8:15am Mon & Wed 4:30 5:45pm	Jan Heifner 954-7616	Qualifications and Skills Required: CPR/AED and First Aid Certifications completed prior to first day of teaching. Group Fitness or Water Fitness Certification and/or experience leading water fitness classes. Creativity and excellent communication and customer service skills. Major Responsibilities: Creating and implementing a safe, effective and fun water fitness class in warm shallow water. Attend fitness meetings, maintain certifications, and sub for other classes when available.
Fitness Instructor	Appleton July '08	Fitness	Part Time 2 hours per week	Tues/Thurs 5:30- 6:30pm	Kristina Schultz 954-7616	Qualifications or Skills Required: Will train candidate if needed. Major Responsibilities: Lead a group of class participants with a range of skills through a safe, challenging and enjoyable cardio fitness exercise program. Position begins with the Fall Session.
Child Care Infant Teacher	Appleton July '08	CLC	Full Time	Mon-Fri, 7:30am- 4:30pm	Jackie Ponschock 628- 5853 or Paula Steele 628-5853	Candidate must be at least 21 years of age and have completed high school or its equivalency as determined by the DPL. Must have a minimum of Introduction to the Child Care Profession and Skills and Strategies for the Child Care Teacher or equivalent. Teachers in the infant/toddler rooms must have Fundamentals of Infant and Toddler Care or equivalent completed within 6 months of hire. Associate degree in Early Childhood or 4 year degree in Early Childhood Education preferred. Must have 1 - 2 years of experience working with children. Prior YMCA experience preferred. Application deadline: August 11, 2008.
Fox West YMCA						
Aquatic Director	Fox West June '08	Aquatics	Full Time	Varies	Denise Blair 954-7624	QUALIFICATIONS: The Aquatic Director must be currently certified in lifeguard training, CPR for the Professional Rescuer, First Aid, Progressive Instructor, YMCA and Red Cross Lifeguard Instructor, Program Trainer Orientation, Progressive Swim Instructor Trainer, and Pool Operator. A bachelor's Degree in Recreation, Health and Physical Education or related field preferred. This position requires experience instructing all levels of swimming including preschool, youth and adults as well as experience training preschool and progressive swimming instructors and lifeguards. This position requires aggressive promotion and supervision with creative initiative to implement new programs. Additionally, the Aquatic Director must possess sound skills in administration, supervision, budgeting and exhibit the core values of Caring, Honesty, Respect and Responsibility. Major Responsibilities: The Aquatic Director administers, supervises and develops the aquatic programs and services of the YMCA. Recreational and instructional programs are conducted for preschoolers, youth and adults. Supervise, schedule and train pool staff and assure continuous certification of instructors for all classes and lifeguard personnel.
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: Sept. 1, 2008.
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.
7 Week Dance Instructor	Fox West June '08	Dance	Part Time 2-6 hours per week	Varies	Angie Pecore 757-9820, ext. 310	Qualifications or Skills Required: Each teaching position requires a background in dance and dance instruction. Multi-medium experience preferred. Other qualifications include motivation, excellent work ethic, attention to detail and accuracy 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 responsibility: Qualified instructor sought to teach dance. Application deadline: August 2008.
Guitar Instructor	Fox West June '08	Music	Part Time 2-4 hours per week	Varies	Angie Pecore 757-9820, ext. 310	Qualifications or Skills Required: The position requires experience in guitar instruction. Other qualifications include motivation, excellent work ethic, initiative, drive and patience teaching young children between the ages of 4 and 12. A willingness to promote a positive attitude is a key. Major responsibility: Qualified instructor sought to teach guitar at an intermediate level to children 4 and up. Application deadline: Aug. 31, 2008
Lifestyle Trainer	Fox West July '08	Lifestyle	Part Time 3- 12 hours per week	Mon-Fri, 4:00- 8:00pm	Candice Phillips 757-9820, ext. 313	Background in health and wellness preferred. Candidate will provide cardiovascular and strength orientations and training to ensure a safe and clean environment and proper use of equipment.

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Lifestyle Teen Strength Class Instructor	Fox West July '08	Lifestyle	Part Time 2-4 hours per week	Tues/Thurs 4:00-6:00pm	Candice Phillips 757-9820, ext. 313	Background in health and wellness preferred. Candidate enjoys working with children, is upbeat, and can teach children exercise and games to help keep them healthy.
Heart of the Valley YMCA						
Dance Instructor	Heart of the Valley July '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: Sept. 1, 2008.
Youth Sports League Coordinator Sherwood – Flag Football	Heart of the Valley July '08	Sports and Recreation	Part Time 4 hours per week	Saturday mornings 8am-Noon	Kent Ellingson 830-5709	Qualifications or Skills Required: Experience in sports such as football, basketball & soccer is valuable. Good communication skills needed to communicate with parents, coaches, officials and other YMCA staff. Prior experience working with youth preferred. Major responsibilities: Will coordinate off site basketball and soccer program at Wanick Choate Park in Sherwood, with the assistance of the Sports and Recreation Director and Sports and Recreation Coordinator. Youth Sports League Coordinator will oversee specific off site sports leagues, communicate with parents and coaches, and supervise officials. Coordinator may need to help coach or officiate. Application Deadline: August 22, 2008
Youth Flag Football Referees (Several positions open)	Heart of the Valley July '08	Sports and Recreation	Part Time 4-6 hours per week	Saturday's beginning September 6, 2008	Kent Ellingson 830-5709	Qualifications or Skills Required: Knowledge of Football, Good communication skills, experience working with children preferred. Major Responsibilities: Supervising & teaching 4-11 yr olds the basics of football. Referee flag football games and also assist coaches during practice time. Positions available at the Heart of the Valley YMCA and at our program site in Sherwood. Application Deadline: August 22, 2008
Lead Preschool Teacher	Heart of the Valley July '08	Preschool	Part Time 7-14 hours per week	T/THU 8:30-11:30 am	Julia Wohlt 830.5704	The Preschool/Pre-K teacher is responsible for care and education of the children enrolled in the YMCA program and following the policies and procedures of the Heart of the Valley YMCA and State Licensing Regulations. The teacher plans and implements the curriculum and with active participation of other members of the teaching team, works with parents and assesses the needs of individual children. Provides professional leadership to achieve the YMCA's Christian mission and purpose. Conducts personal and professional affairs in a manner that will exemplify the YMCA core values of caring, honesty, respect and responsibility. Qualifications or Skills Required: Be at least 21 years of age. Have a Bachelor of Science Degree in Elementary Education or related field. Have 2 years of experience working with children. Knowledge of preschool age development and the ability to plan and implement age appropriate curriculum
Lifeguards and/or Swim Instructors	Heart of the Valley Open	Aquatics	Part Time 5-20 hrs per week	5:00am-9:30pm, 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						
Kids Korner Staff	Neenah-Menasha July '08	Child Care	Part Time 4-10 hrs/wk	Mon-Thur 3:45-7:30pm and Sat 8am-Noon	Judy Seibel 886-2147	Qualifications or Skills Required: Prior Experience working with children and a love for children. This position is responsible for assisting the Kids Korner in ensuring that a safe, high quality program is operating at all times. Ensure the guidance and safety of children ages 6 months - 10 years old in your care lead developmentally appropriate activities with the group of children in your care, maintain positive relationships with children, parents and other staff members, answer parents questions. conduct business in a manner that will exemplify the YMCA core values of caring, honesty, respect and responsibility. Conduct business in a manner that will exemplify the YMCA core values of caring, honesty, respect and responsibility.
School Age Childcare Supervisor (Several Positions Open)	Neenah-Menasha July '08	Child Care	Part Time 10-25 hrs/wk	Monday - Friday 2:15-5:30pm Could vary at times	Erica Wallace 886-2134	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 after school programs for children ages 5 - 12 years old. Must have a minimum of Introduction to the Child Care Profession (Formerly EC 1) and Skills and Strategies for the Child Care Teacher (formerly EC 2), 6 credits in Early Childhood Education, or the equivalent or be willing to complete within six months. Associates or Bachelors Degree in Early Childhood Education or related field highly preferred.
Substitute Assistant Teachers	Neenah-Menasha July '08	Child Care	Part Time (As Needed)	Varies/ Flexible	Judy Seibel 886-2147	Major Responsibilities: Care for children, monitor, supervise and ensure a safe environment for all children. Maintain positive relationships with all children, parents and other staff members within the YMCA. Help to ensure the program meets State of Wisconsin regulations. Qualifications or Skills Required: Must have high school diploma or the equivalent. Must have a minimum of Introduction to the Child Care Profession (Formerly EC 1) and Skills and Strategies for the Child Care Teacher (formerly EC 2), 6 credits in Early Childhood Education, or the equivalent. Associates or Bachelors Degree in Early Childhood Education or related field highly preferred. Prior experience working with children required.
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.

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Guitar and Violin Instructors	Neenah-Menasha June '08	Music	Part Time: 2-4 hrs/wk for violin and 5-10 hrs/wk for guitar	Flexible, including evenings and/or weekends	Jeanne Hoest 886-2128	Qualifications or skills required: Looking for candidate who plays professionally or has past experience teaching. Major responsibilities: Will be responsible for teaching kids through adults how to read and play music on the violin for the violin classes and on guitar for the guitar classes.
Member Services Desk	Neenah-Menasha July '08	Member Services	Part Time 15-20 hours per week	M-F am/pm and weekends	Julie Steffens 886-2121 and Kristin Johnson 886-2156	Qualifications or Skills Required: Must have excellent customer 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 projects as required by management staff.
Adventure Alley Attendant	Neenah-Menasha July '08	Sports & Recreation	Part Time 4-8 hours per week	Varies	Randy Pelischek 886-2104	Qualifications or Skills Required: Must be 18 years of age or older. This position requires a responsible, efficient person capable of supervising youth age 6-11, a knowledge of Adventure Alley procedures, and a desire to willingly participate with youth in the enjoyment of the activities in the Adventure Alley. Certification in CPR is required and First Aid is desirable. Major Responsibilities: Supervise youth that come into area. Instruct youth on proper use of equipment. Maintain a safe, clean, and supervised environment. Participate with youth in Adventure Alley related activities. Provide equal participation for all on game equipment. Complete Incident Reports on damaged equipment, youth, etc. Communicate with Sports and Recreation Director or Sports and Recreation Coordinator any problems. Application Deadline: August 29, 2008.