

## YMCA of the Fox Cities Job Vacancy List - January 25, 2012

You can apply in person at any YMCA of the Fox Cities location, Fax your application or resume to 882-5019 or E-mail your application or resume to: [msorenson@ymcafoxcities.org](mailto:msorenson@ymcafoxcities.org)

[You can download an application on our website: http://www.ymcafoxcities.org/](http://www.ymcafoxcities.org/)

Please Contact the Human Resource Department with Questions at 954-7625

Job Title	Location & Date Posted	Department	Hours	Schedule	Position Posted By:	Responsibilities and Qualifications
<b>Appleton YMCA</b>						
<b>Lifestyle Staff</b>	Appleton January 2012	Lifestyle	Occasional Part-Time	A variety of shifts are available	Linda VanEgeren 954-7629	Background in health and wellness preferred but not required. Must be able to have positive interactions with individuals of all backgrounds and skill levels. Candidate will provide cardiovascular and strength orientations for members and training on proper use of equipment. Responsibilities also include creating a safe and clean environment. Some shifts may include strength class instruction. Schedules available: Position 1: Every Other Sunday 1:30pm-6pm Position 2: Every other Saturday 2-6pm Position 3: Every Friday 5-10pm
<b>CLC Clerical Assistant</b>	Appleton Jan 2012	CLC	Part-Time 15-20 hrs/wk	Must be available Mon-Fri 6:30am-6pm	Jackie Ponschock 628-5856	Major responsibilities: Answering phones, greeting parents, maintaining child care licensing records and files, creating newsletters and parent information sheets. Must have computer skills in Microsoft Word and Excel, knowledgeable about the Child Care Licensing rules and regulations and prior YMCA experience preferred.
<b>CLC Teacher (2 positions) Floater/ 1 yr old Teacher</b>	Appleton Jan 2012	CLC	Part-Time 32-34 hrs/wk	4 days/wk	Jackie Ponschock 628-5856	Must have HS diploma or equivalent. Must have a minimum of Introduction to the Child Care Profession (Formerly EC1) and Skills & 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. 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.
<b>CLC Spanish Teacher</b>	Appleton Jan 2012	CLC	12 hrs/wk	2 days/wk 9am-4pm	Jackie Ponschock 628-5856	Be fluent in Spanish and English and qualified in one of the following ways: has a BA or Associates degree in Early Childhood Education. Must be able to work one 10 hour shift-1 day per week.
<b>Adult Department Assistant</b>	Appleton Jan 2012	Adult	10 hrs/wk	Weekday Afternoons with some flexibility	Sue Grosenick 954-7610	QUALIFICATIONS: Provide clerical and administrative support for the Adult Department for a wide variety of programs and activities. Qualifications include a minimum of 4 years of general office experience or equivalent education, proficiency in MSOffice Suite and personification of the mission and core values of the YMCA. Candidates must possess excellent oral and written communication skills, outstanding interpersonal and customer service skills, a positive attitude, and the ability to multi task. Previous YMCA experience is a plus.
<b>2 yr old Classroom Teacher</b>	Appleton Jan 2012	Child Care	Full-Time	Mon-Fri 8am-5pm	Stephanie Bender 954-7613	Qualifications: Must have high school diploma or the equivalent. Must have a minimum of Introduction to the Child Care Profession (Formerly EC1) and Skills and Strategies for the Child Care Teacher (Formerly EC2), Fundamentals of Infant & Toddler Care, 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 in a group setting required. Knowledge of licensing regulations. Major Responsibilities: The teacher will lead all classroom activities. Will interact frequently, affectionately and respectfully with children and parents. Maintain a safe, happy, healthy environment where the children are continuously learning. Maintain positive relationship with children, parents, and other staff members. Plan and carry out a daily program and daily lesson plans.
<b>Drop-In Assistant Teacher</b>	Appleton Jan 2012	Child Care	Part-Time Occasional	Tue-Fri 1pm-6pm	Erin Pues 954-7636	Qualifications: Must have HS diploma or equivalent. Must have a minimum of Introduction to the Child Care Profession (Formerly EC1) and Skills & 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. 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. Maintain positive relationship with children, parents, and other staff members. Assist in planning and carrying out a daily program.
<b>School Age After School Staff</b>	Appleton Jan 2012	School Age	Occasional Part-Time 15 hrs/wk	M-F 3pm-6pm	Nikki Harke 209-0680	Must be 18. Prefer individuals who are energetic, creative and have experience working with school age children. Major Responsibilities: Will provide educational and recreational activities. Assist with homework and provide snacks. Responsible for ensuring that a safe, high quality program is operating at all times. Care for and supervise children and school site location for an after school program for children ages 5-12 years old. Maintain positive relationship with children, parents, and other staff members. Associates or Bachelors Degree in Early Childhood Education or related field highly preferred.
<b>Lifeguards and/or Swim Instructors</b>	Appleton Jan 2012	Aquatics	Part-Time 5-25 hrs per week	All Shifts Available	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. Must have lifeguard training, CPR Pro, and First Aid Certifications. All Shifts Available 5am - 9pm, days, evenings & weekends.

<b>School Age Assistant</b>	Appleton March 2011	School Age	Part-Time 15 - 25 hours per week	M-F before and/or after school	Kathy Tennyson 954-7642	Must be 18. Prefer individuals who are energetic, creative and have experience working with school age children. Major Responsibilities: Will provide educational and recreational activities. Assist with homework and provide snacks. Responsible for ensuring that a safe, high quality program is operating at all times. Care for and supervise children and school site location for a before/after school program for children ages 5-12 years old. Maintain positive relationship with children, parents, and other staff members. Minimum of Introduction to Child Care Profession and Skills and Strategies for the Child Care Teacher, 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.
<b>Music Instructor Piano</b>	Appleton January 2011	Arts & Humanities	Occasional Part- Time	Varies	Jessica Rolain 954-7602	Qualified instructor sought to teach piano to children ages 5-12. The position requires experience in piano instruction and a background in music. Experience working with varied ages preferred. Other qualifications include motivation, excellent work ethic, attention to detail and accuracy, problem solving abilities and patience working with young children. In addition, this position requires open communication with the Arts & Humanities Coordinator. A willingness to promote a positive attitude is a key.
<b>Music Instructor Guitar</b>	Appleton January 2011	Arts & Humanities	Occasional Part-Time	Varies	Jessica Rolain 954-7602	Qualified instructor sought to teach Guitar to children ages 5-12. The position requires experience in Guitar instruction and a background in music. Experience working with varied ages preferred. Other qualifications include motivation, excellent work ethic, attention to detail and accuracy, problem solving abilities and patience working with young children. In addition, this position requires open communication with the Arts & Humanities Coordinator. A willingness to promote a positive attitude is a key.
<b>Swimming Deck Coach</b>	Appleton August 2011	Aquatics	Part-Time	Mon-Fri 4-10 hrs wk	Angela Monty 954-7627	Competitive swimming experience a plus. Lifeguard & CPR Certifications required within the first three months of hire. Excellent communication skills and a desire to work with and motivate children. 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.
<b>Apple Creek YMCA</b>						
<b>Member Services Staff</b>	Apple Creek Jan 2012	Membership	Part-Time Occasional	9 hrs/wk M, W, F 4:45pm- 9:00pm & rotating Saturdays	Allison McGinnis 920-733-9622	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 phones, meet and greet customers, membership and program registration, give tours, and help with projects as required by management.
<b>Property Manager</b>	Apple Creek Jan 2012	Maintenance	Part-Time	Flexible 20 hrs/wk	Jill Rasmussen 733- 9622	QUALIFICATIONS: The Property Manager will manage the overall facility and ensure a clean, safe, and secure environment. Must have experience in general maintenance/repair. Will be responsible for maintenance and repair of building, grounds, and all mechanical equipment. Property Manager must maintain a flexible schedule and will be on call 24 hours a day, 7 days a week. Property Manager also supervises part-time housekeeping staff.
<b>Step Instructor</b>	Apple Creek Jan 2012	Health and Fitness	Occasional Part Time	Tue/Thurs AM	Juli Kedrowski 733- 9622	QUALIFICATIONS: Knowledge of anatomy, body mechanics, and exercise physiology. Certified or a willingness to become certified through the YMCA of the USA. Must also be certified in CPR, First-Aid and AED. Prior experience in fitness programs or have completed a Fitness Instructor Training Program. Responsibilities: Be on the floor and ready to teach 15 minutes prior to the start of class. Greet new participants and make them feel welcome and comfortable. Take attendance of class participants and get to know their names. Available before and after class for questions. Give clear explanations of the purpose of the exercises and demonstrate their correct form. Adhere to good fitness class structures and maintain a friendly climate. Add variety to the class by periodically introducing new exercises and show enthusiasm and make exercising fun.
<b>Fox West YMCA</b>						
<b>Member Services Coordinator</b>	Fox West Jan 2012	Member Svcs	Part-Time	26 hrs wk Weekdays 8am- 2:30pm	Maureen Hatchell 757-9820	Must have excellent customer service skills, self-motivated, be detail oriented and work well with all ages. Candidate must have experience in Microsoft 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. 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. Assist in maintaining membership records, bank returns, prospective members, and renewals. Work with scholarship process. Provide guided tours of the YMCA facility. Serve as support to the Member Services Director.
<b>Tae Kwon Do Instructor</b>	Fox West January 2012	Sports and Rec	Occasional Part Time	3-6 hrs/wk Afternoons and Weekends	Kevin Jakubek 560-3414	Must be able to run a well organized class with logical flow and to be able to instruct all belt levels. The instructor must be knowledgeable in the various forms of Tae Kwon Do, including some sparring and board breaking. Certification in one of the disciplines preferred but not required. CPR/AED and First Aid Certifications completed prior to first day of teaching, training available. Creativity and excellent communication and customer service skills. Prior experience in Tae Kwon Do instruction preferred. Must be capable of successfully instructing students with a variety of skill levels and abilities. Will be working with children ages 7 and up.

<b>Kids Corner Staff</b>	Fox West December 2011	Child Care	Occasional Part Time	Mon & Tues 3:45pm-7:15pm	Jean Gloudemans 560-3417	Qualifications: Must have HS diploma or equivalent. Must have a minimum of Introduction to the Child Care Profession (Formerly EC1) and Skills & 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. Major Responsibilities: Kids Corner staff will interact frequently, affectionately and respectfully with children and parents. Maintain a safe, healthy, happy environment where the children are continuously learning. Maintain positive relationship with children, parents, and other staff members. Assist in planning and carrying out a daily program.
<b>School Age Site Supervisor</b>	Fox West August 2011	Child Care/ School Age	Occasional Part Time 10-15 hrs/wk	Mon-Fri	Jean Gloudemans 954-7640	Must be 18. Currently seeking responsible individuals who have a desire to work with elementary school children in a before and after school program setting for the 2011-2012 school year. Prefer applicants who have completed Introduction to Child Care Profession and Skills and Strategies for the Child Care Teacher, or willingness to complete upon hire. Prior experience working with school age children is preferred.
<b>Swim Instructors and/or Lifeguards</b>	Fox West June 2011	Aquatics	Occasional Part Time	Varies	Paul Bady 560-3412	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. Lifeguard position: opening shift. T/TH/F and averages 12 hours/wk. Swim Instructor: Shifts available M-TH 4pm-7pm and Saturday 9am-12pm. Must be able to work 2 shifts minimum. Averages 6-12 hours/wk.
<b>Heart of the Valley YMCA</b>						
<b>Day Camp Counselor</b>	HOTV Jan 2012	Sports and Rec	Seasonal May - August Averaging 40 hours per week	Monday-Friday	Brandon Vanderhoof 830-5703	Qualifications or Skills Required: The position requires skills in human relations, community relations, problem solving, and communication. Prior experience in supervision is required. Skill and/or certification in teaching crafts, songs, stories, games, sports, and related camp activities are necessary. Person must be committed to working with staff and campers from a wide variety of backgrounds. Must be at least 18 years of age. Major Responsibilities: To be a counselor, advisor and friend to a group of approximately 10-12 campers. To assist other staff members with planning and implementation of activities within a particular small group. Promote good personal relationships, teach planned activities, and constantly be alert to protect the health and safety of campers. Attend all staff training and participates in Family Day/Night activities. Communicate effectively with Sports & Recreation Director and Coordinator, Camp Leads, and other counselors Application Deadline: February 25, 2012
<b>Growth and Development Teacher Assistant</b>	HOTV Jan 2012	G&D	Occasional Part-Time	2-8 hours per/wk	Belinda Price- Dajany 830-5707	Must have completed HS or equivalent. Two year Associate Degree or 4 year degree in Education or related field. Must have prior experience working with children. Ideal candidate will be eager to teach and educate children within structured classes, using class plans. Will be planning and leading activities and supervising young children. Participating in and assisting with special planned events.
<b>Gymnastics Coach</b>	HOTV Jan 2012	Gymnastics	Part Time Averages 15 hrs/wk	Varies	Dave Belknap 830-5716	Position requires a background in gymnastics and the ability to teach class levels 4-6. 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. Responsibilities: greet team members, be available before and after practice to answer questions, recognize achievement in team members by acknowledging their progress, start and end practice on time, set up and take down all equipment used for practice, give clear explanations of the skills and demonstrate the correct form, adhere to practice structures and maintain control in a friendly, enjoyable climate, add variety to practices by periodically introducing new skills and exercises.
<b>Gymnastics Instructor</b>	HOTV Jan 2012	Gymnastics	Part Time 5-15 hrs/wk	Varies	Dave Belknap 830-5716	Position requires a background in gymnastics and the ability to instruct class levels 4-6. 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. Responsibilities: class members, be available before and after class to answer questions, recognize achievement in members by acknowledging their progress, start and end practice on time, set up and take down all equipment used for practice, give clear explanations of the skills and demonstrate the correct form, adhere to practice structures and maintain control in a friendly, enjoyable climate, add variety to practices by periodically introducing new skills and exercises.
<b>Lifeguards and/or Swim Instructors</b>	HOTV Jan 2012	Aquatics	Part-Time 5-20 hrs/wk	Varied & flexible	Belinda Price- Dajany 830-5707	Must be 16. Hours: 5:00am-9:30pm. Responsible for ensuring 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.
<b>Neenah Menasha YMCA</b>						
<b>Before/After School Care</b>	Neenah- Menasha Jan 2012	School Age	Part Time	Mornings/ Afternoons	Danny Zamost 886-2126	Must be 18. Prefer individuals who are energetic, creative and have experience working with school age children. Major Responsibilities: Will provide educational and recreational activities. Assist with homework and provide snacks. Responsible for ensuring that a safe, high quality program is operating at all times. Care for and supervise children and school site location for an after school program for children ages 5-12 years old. Maintain positive relationship with children, parents, and other staff members. Associates or Bachelors Degree in Early Childhood Education or related field highly preferred.

<b>Lead Teacher/ Floater</b>	Neenah- Menasha Jan 2012	Child Care	Part-Time 15 hrs/wk	Monday-Friday 2:30pm-6:00pm	Judy Seibel 886-2147	Major Responsibilities: The teacher will lead all classroom activities. Will interact frequently, affectionately and respectfully with children and parents. Maintain a safe, happy, healthy environment where the children are continuously learning. Maintain positive relationship with children, parents, and other staff members. Plan and carry out a daily program and daily lesson plans. Help ensure the program meets State of Wisconsin regulations. Qualifications: Must have high school diploma or the equivalent. Must have a minimum of Introduction to the Child Care Profession (Formerly EC1) and Skills and Strategies for the Child Care Teacher (Formerly EC2), Fundamentals of Infant & Toddler Care, 6 credits in Early Childhood Education, or the equivalent. Associates or Bachelor's Degree in Early Childhood Education or related field highly preferred with a registry level of 9 or above. Prior experience working with children in a group setting required. Knowledge of licensing regulations.
<b>Water Fitness Instructor</b>	Neenah- Menasha Jan 2012	Health and Wellness	Part Time Occasional average 6-8 hrs /wk	Mornings	Susan Hildebrandt 886-2127	QUALIFICATIONS: Knowledge of anatomy, body mechanics, and exercise physiology. Certified or a willingness to become certified through the YMCA of the USA. Must also be certified in CPR, First-Aid and AED. Prior experience in water fitness programs or have completed a Water Fitness Instructor Training Program. Responsibilities: Be on the pool and ready to teach 15 minutes prior to the start of class. Greet new participants and make them feel welcome and comfortable. Take attendance of class participants and get to know their names. Available before and after class for questions. Give clear explanations of the purpose of the exercises and demonstrate their correct form. Adhere to good fitness class structures and maintain a friendly climate. Add variety to the class by periodically introducing new exercises and show enthusiasm and make exercising fun.
<b>Swimming Deck Coach</b>	Neenah- Menasha Jan 2012	Aquatics	Part-Time	Mon-Fri 4-10 hrs wk	Kelli Briski 886-2132	Competitive swimming experience a plus. Lifeguard & CPR Certifications required within the first three months of hire. Excellent communication skills and a desire to work with and motivate children. 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.
<b>Swim Instructors and/or Lifeguards</b>	Neenah- Menasha Jan 2012	Aquatics	Part Time	Varies	Kelli Briski 886-2132	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.