



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA HELP WANTED

Program Coordinator / Manager on Duty YMCA of Kingston & Ulster County

507 Broadway, Kingston NY

Status: Part-Time – Evenings & Weekends

POSITIONS AVAILABLE 2 – available immediately

HOURS

(To be shared between two individuals)

Monday – Friday 5:45pm to 9:45pm

Saturday 4:30pm to 8:30pm*

Sunday 3:15pm to 6:15pm*

(*As needed from November through April)

Potential to cover weekend day shifts as needed as well.

POSITION SUMMARY:

This individual supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. This individual supports activities and programming of the YMCA during evening and weekends. The delivery of excellent service to all members and guests at all times is key.

ESSENTIAL FUNCTIONS:

1. Secures, maintains and monitors facility.
 - a. Able to diffuse possible situations to avoid escalation. Will redirect individuals to avoid problematic activities or actions.
2. Assures that service and program areas are properly staffed and that they are providing excellent customer service, completing their job duties.
3. Setup, break down, and monitor all Y sponsored programs as advised by the Lead Program Coordinator or other Leadership.
4. Ensures that all people in the building are members or a part of a formal YMCA program. Unauthorized individuals will politely be asked to leave the facility or purchase a day pass.
5. Will maintain a log of activities and potential incidents that Leadership should be made aware of.
6. Will determine maintenance priority and report according to policy.
7. Monitor the building's activities to ensure that it is being managed safe, efficiently and in a clean manner.
 - a. Sweep the gymnasiums, pick up any trash and wipe up any spills, during entire shift, but especially at the end of the evening.
8. Secures the building at closing.

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507 Broadway, Kingston NY 12401

9. Has working knowledge of all emergency procedures, assumes the Supervisor on Duty's role during an emergency, and responds to emergency situations immediately in accordance with YMCA policies and procedures. Keeps radio on and with them at all times. Completes related incident reports as required.
10. Provide backup/bathroom breaks to the front desk as needed.
11. Other duties as assigned.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, grasp, perform repetitive motions, talk, hear and have visual acuity.
- Ability to lift at least 50 lbs.
- While performing the duties of this job the employee is exposed to weather conditions prevalent at the time.

QUALIFICATIONS

- Active CPR/AED and First Aid
- Excellent interpersonal and problem solving skills
- Ability to relate to diverse groups of individuals from all social and economic communities
- Customer service, sales and/or related experience
- Basic knowledge of computers
- Basic knowledge of security
- Bi-lingual Spanish preferred

COMPENSATION

- \$13.50/hour (negotiable with experience) plus an individual YMCA Membership!

The YMCA of Kingston and Ulster County is an Equal Opportunity Employer. Applications for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal, or local law. It is the intent of the YMCA of Kingston and Ulster County to comply with all applicable federal, state, and local legislation concerning equal opportunity in employment.

Interested applicants should contact Heather Bell, Associate Executive Director by submitting an application available on our website at www.ymcaulster.org to her via email hbelle@ymcaulster.org or dropping off at the Member Service Desk during normal business hours.