



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Metropolitan Washington

*To foster the spiritual, mental and physical development of individuals, families and communities according to the ideals of inclusiveness, equality and mutual respect for all.*

The YMCA of Metropolitan Washington is committed to being a Best Place to Work organization. One of the best benefits of working for the YMCA of Metropolitan Washington is the opportunity to work among 1600 great colleagues. The YMCA encourages career development and succession planning; and as a current employee you have an opportunity to explore other career choices within the Y. We want to make sure you have every opportunity for growth and development at the YMCA. From front-line staff to directors, there is a wealth of opportunities at your fingertips.

We offer opportunities in *Business/Finance • Fundraising/Mission Advancement • Human Resources • Marketing/Communications • Wellness • Aquatics • Childcare • Day and Overnight Camping • Membership • Properties and Building Management*. So take a few minutes and discover all the employment choices available at the Y.

## March 2014

### YMCA Anthony Bowen

<b>Position:</b>	<b>Branch Executive Director</b>
<b>Location:</b>	YMCA Anthony Bowen
<b>Opening Date</b>	Open
<b>Closing Date</b>	Until Filled
<b>No. of Vacancies:</b>	1
<b>Qualifications:</b>	The ideal candidate will have responsibility for strategic and daily operations of this dynamic facility and its programs. We are looking for an experienced leader with a strong ability to run all branch operations, including building and retaining a strong membership base. Our ideal candidate has proven experience and results in branch operations; staff management and development; fundraising; strategic planning; board development; budget development; fiscal management; and community outreach. Selected responsibilities that reflect the overall position are: Assumes overall management for the operations of the branch; Leads efforts increase and retain membership base; Ensures high level of customer service in all departments and programs; Engages community members in the Y; Develops and maintains branch facilities that meet the needs of current and potential members and the association's safety, service, and security objectives; Maintains good relations with legislative decision makers and community leaders.
<b>Description:</b>	A Bachelor's degree in business administration/human services or equivalent experience; Must have experience growing

membership base in similar environment; Minimum seven (7) years experience as senior level person in facility with a membership base; Proven management abilities in branch operations; staff management and development; fundraising; strategic planning; board development; budget development; fiscal management; and community outreach; Effective Public Speaking skills, including experience presenting to community and government leaders.

**How to Apply:** Submit resume to [stacey.leoniak@ymcadc.org](mailto:stacey.leoniak@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Group Exercise Coordinator**

**Location:** YMCA Anthony Bowen

**Opening Date** Open

**Closing Date** Until Filled

**No. of Vacancies:** 1

**Qualifications:** Current certifications from nationally recognized agencies, including ACSM, AFAA, ACE, IDEA required. Current CPR, AED and First Aid training. Minimum two years experience in a health club setting as a group exercise coordinator/programmer required, with a strong customer service background. Must be able to physically and verbally demonstrate proper skills related to various modalities of group exercise. Additionally effective written and oral skills will be required to ensure proper communication with members, subordinates and coworkers alike. Some basic equipment repair and maintenance should be expected; May be required to teach several classes on any given day.

**Description:** The GEC must recruit, hire and develop a cohesive and diverse group of instructors; Develop group programs schedule with fitness director while adhering to budgetary goals; Schedule group exercise programs based on current and emerging industry trends; Develop and implement department operating procedures, standards and expectations, with quality measures and controls; Maintain physical safety protocols for placement and operation of equipment in Group Ex studios; Ensure delivery of an exceptional facility experience for members and guests; Formally audit and review classes on an annual basis; conduct informal audits on a frequent basis; Ensure proper instruction with emphasis on safety and accommodating various member skill levels within each class; Train and evaluate all group exercise staff; Assist with any/all marketing for group exercise programs as well as assist with other branch wide special events.

**How to Apply:** Submit resumes to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** Rock Wall Coach  
**Location:** YMCA Anthony Bowen  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** Several  
**Qualifications:** High school diploma or GED; Six months to one year climbing experience (indoors or out); Previous indoor climbing gym work experience or 6 months of work experience as a Rock Climbing Team Member; Experience instructing climbing programs to both youth and adults (indoors or out); Knowledge of climbing techniques including, but not limited to: Belaying, top rope climbing, Lead climbing and a thorough understanding of the safe use of climbing equipment required; Belay certification.  
**Description:** The Rock Wall Coach will provide excellent customer service and climbing instruction to all levels of climbers during assigned lesson programming. Monitor rock wall area to ensure safety of all climbers and provide general instruction on climbing techniques in a fun, enthusiastic, and safe environment.  
**How to Apply:** Submit resumes to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** Lifeguard  
**Location:** YMCA Anthony Bowen  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** Several  
**Qualifications:** Current Lifeguard certs, CPR First Aid, Pool Operators a plus.  
**Description:** Primary responsibility to protect the safety of all swimmers by preventing accidents and by responding to an emergency quickly and efficiently to minimize the danger to those involved.  
**How to Apply:** Submit resumes to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** Swim Instructors (Basic, Intermediate, Advance)  
**Location:** YMCA Anthony Bowen  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** Several (PT)  
**Qualifications:** Must have the physical ability to meet all prerequisites for YMCA Lifeguarding; Backboard Training; Possess an outgoing personality with the ability to relate well with participants of various age groups; Must be attentive, multi-faceted, reliable, and a proven problem solver; Must have positive mentality.  
**Description:** Provides swimming instruction/or water exercise instruction to children and/or adults under the direct supervision of the Aquatic

Director or Assistant Aquatic Director; following the philosophy and goals of the YMCA Aquatic programs; Primary responsibility is the safety of participants during class sessions.

**How to Apply:** Submit resumes to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Academy Director (Preschool Program)**

**Location:** YMCA Anthony Bowen

**Opening Date** May 2014

**Closing Date** Until Filled

**No. of Vacancies:** 1

**Qualifications:** Masters Degree or higher in Early Childhood Education, Child Development, Elementary Education or Related Field is preferred; Bachelors Degree plus relevant experience may be substituted; Must be able to satisfy the requirements for District of Columbia licensing (DCMR 29); 5 years progressively responsible experience in operations management ; Director level experience in a medium to large child care center with a focus on experiential learning required; 5 years progressively responsible experience with fiscal management, program growth and retention, program management, community relationship building, and facility care required; Experience with NAEYC accreditation processes.

**Description:** Seeking a creative and proven leader with a demonstrated passion for working with diverse children and families to oversee the operations of the Anthony Bowen Academy—a brand new, cutting edge, premier youth development program housed within the historic walls of the YMCA Anthony Bowen. Our academy is positioned to support the growth and learning essential to a thriving community thru the implementation of STEM as well as an emphasis on civic engagement. This position is responsible for the overall operations of all advanced academic enrichment preschool programming for children 2.5 – 5 years of age. This position will direct Academy program initiatives that result in positive growth of enrollment; and guide positive retention through development of instructional programs, program evaluation and promotion of diversity and inclusion.

**How to Apply:** Submit resume to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title when applying for job)

### **YMCA Alexandria**

**Position:** **Group Exercise Instructors**

**Location:** YMCA Alexandria

**Opening Date** Open

**Closing Date** Until Filled

**No. of Vacancies:** Multiple

**Qualifications:** 1-3 years experience instructing with current certifications in any

of the following formats:, Yoga (200RYT), Pilates, Zumba® (+ Gold/Toning), BodyPump®, SilverSneakers®, H.I.I.T., Tabata, Step, Tai Chi, Spinning®. NCCA/DETC Primary Group Exercise Instructor Certification preferred. CPR/AED, First Aid required. Instructs all group exercise classes within the guidelines of the YMCA of Metropolitan Washington. Maintains and elevates the quality of the Group Fitness Program.

**Description:**

**How to Apply:**

Submit resume to [jennifer.hawkins@ymcadc.org](mailto:jennifer.hawkins@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:**

**Personal Trainers**

**Location:**

YMCA Alexandria

**Opening Date**

Open

**Closing Date**

Continuous

**No. of Vacancies:**

Multiple

**Qualifications:**

1-3 years experience working with varied populations. NCCA Personal Training Certification, CPR/AED, and First Aid required. Bachelors' or Masters' degree in Health & Wellness related field of study preferred.

**Description:**

Provides individual, partner and small-group personal training sessions to all members while maintaining and elevating the Personal Training program.

**How to Apply:**

Submit resume to [jennifer.hawkins@ymcadc.org](mailto:jennifer.hawkins@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:**

**Wellness Coaches**

**Location:**

YMCA Alexandria

**Opening Date**

Open

**Closing Date**

Until Filled

**No. of Vacancies:**

Multiple

**Qualifications:**

1-3 years experience working in a fitness related field. CPR/AED, and First Aid required. NCCA Personal Training Certification preferred, Bachelors' degree in Health & Wellness related field of study preferred.

**Description:**

Provides fitness programs, advice, and assistance to members that are free of medical concerns and are in generally good health.

**How to Apply:**

Submit resume to [jennifer.hawkins@ymcadc.org](mailto:jennifer.hawkins@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:**

**Member Service Representative**

**Location:**

YMCA Alexandria

**Opening Date**

Open

**Closing Date**

Continuous

**No. of Vacancies:** 1  
**Qualifications:** Must be 18 years of age or older, high school diploma or GED, Ability to work weekends and evenings for branch and corporate functions; Must have the ability to sit or stand for extended periods of time; Able to walk up and down stairs while giving tours; Able to bend for filling purposes.  
**Description:** Handles a variety of responsibilities for members and prospective members including membership sales, tours, membership renewals, providing information by phone or in person, access control and basic computer entry. Serves as the key resource point for information regarding programs, activities, merchandise or other general communications.  
**How to Apply:** Submit resume to [tammy.sisson@ymcadc.org](mailto:tammy.sisson@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Sr. Group Leader/ Counselor**

**Opening Date** 1/3/2012

**Closing Date** Until Filled

**No. of Vacancies:** 4 (Part Time)

**Qualifications:** Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Site Director/SACC Director in the daily operations of the program. In addition, planning, developing and implementing all the before and after school and Camp activities under the guidelines of the YMCA School Age/Camp Curriculum.

**How to Apply:** Submit resumes to [paloma.jimenez@ymcadc.org](mailto:paloma.jimenez@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Camp Counselor**

**Opening Date** 3/01/2014

**Closing Date** 6/30/2012

**No. of Vacancies:** Several (Part Time)

**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Camp Director/Senior Group Counselor in the daily operations of the program. Attend all staff trainings. In addition, planning, developing and implementing all the before and after school

activities under the guidelines of the YMCA School Age Curriculum.

**How to Apply:** Submit resumes to [paloma.jimenez@ymcadc.org](mailto:paloma.jimenez@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Jr. Camp Counselor**  
**Opening Date** 3/01/2014  
**Closing Date** 6/30/2012  
**No. of Vacancies:** 6 (Part Time)  
**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.  
**Description:** Assist in the implementing of daily program activities. Assist in guiding campers and help them to adjust and grow in relationships with another. May lead small group of children in games, music, art or storytelling. Responsible for the safety of children at all times. Interact with children at all time; taking part in each activity that children are involved.  
**How to Apply:** Submit resumes to [Paloma.jimenez@ymcadc.org](mailto:Paloma.jimenez@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Child Watch Attendant**  
**Opening Date** 3/01/2014  
**Closing Date** Until Filled  
**No. of Vacancies:** Several (Part Time)  
**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.  
**Description:** Open and close child watch room as required. Enforce safety regulations. Clean all toys and equipment daily. Change bedding. Have parents sign in/out with proper ID. Continually play and interact with children while they are in care.  
**How to Apply:** Submit resumes to [lamar.braithwaite@ymcadc.org](mailto:lamar.braithwaite@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Lifeguard**  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 2 (Part Time)  
**Qualifications:** Current Lifeguard certs., CPR First Aid, Pool Operators a plus.  
**Description:** Primary responsibility to protect the safety of all swimmers by preventing accidents and by responding to an emergency quickly and efficiently to minimize the danger to those involved.  
**How to Apply:** Submit resumes to [nebojsa.mijatovic@ymcadc.org](mailto:nebojsa.mijatovic@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Swim Instructors**  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 5 (Part Time)  
**Qualifications:** Current lifeguard certifications, CPR, First Aid, pool operator's certs. a plus  
**Description:** Primary responsibility to provide swimming instruction/or water exercise instruction to children and/or adults under the direct supervision of the aquatic director or assistant aquatic director; following the philosophy and goals of the YMCA Aquatic programs.  
**How to Apply:** Submit resumes to [nebojsa.mijatovic@ymcadc.org](mailto:nebojsa.mijatovic@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Aquatics Coordinator**  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1 (Full Time)  
**Qualifications:** Current lifeguard certifications, CPR, First Aid, pool operator's certs. a plus  
**Description:** The Aquatics Coordinator will be responsible for providing leadership with program development. Areas of focus will include swim lessons, pool rentals and summer camp, serving as the Aquatics Camp Director, The Coordinator will also provide assistance in operations to the Aquatics Director in accordance with the association's mission, policies, and goals.  
**How to Apply:** Submit resumes to [lamar.braithwaite@ymcadc.org](mailto:lamar.braithwaite@ymcadc.org) (Note: Please refer to the job title when applying for job)

#### **YMCA Bethesda Chevy Chase**

**Position:** **Assistant Aquatic Director**  
**Location:** YMCA Bethesda Chevy Chase  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1  
**Qualifications:** Five years relevant experience. Current lifeguard certifications, CPR First Aid, Pool Operators a plus  
**Description:** Insures the smooth operation of the Aquatics Department in scheduling lifeguards and pool operators; Daily, weekly, seasonal maintenance of pools and equipment; supervision of aquatics staff; As part of aquatics team, is responsible for leadership, management and administration of the aquatics department.  
**How to Apply:** Submit resume to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title & branch location when applying for job)

**Position:** **Lifeguard**



**Location:** YMCA Bethesda Chevy Chase  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** Several FT and PT  
**Qualifications:** Current lifeguard certifications, CPR First Aid, Pool Operators a plus  
**Description:** Primary responsibility is the safety of participants in pools.  
**How to Apply:** Submit resume to [camille.taft@ymcadc.org](mailto:camille.taft@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Housekeeping Technicians**  
**Location:** YMCA Bethesda Chevy Chase  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1 PT Weekends  
**Description:** Performs cleaning and housekeeping functions consistent with written standards. Keeps assigned areas clean and clear of trash. Assists in set-up for meetings and/or special events. Monitors and maintains cleaning chemical storage rooms. Monitors and maintains bulk trash storage areas. Assists with laundry functions as needed. Other duties as required.  
**Qualifications:** Ability to operate cleaning equipment (vacuums, buffers, etc.) Knowledge of cleaning chemical capabilities, mixing proportions and use; Knowledge in maintenance and care of finished surfaces. Ability to respond to accidents, spills, and other housekeeping emergencies; Ability to effectively communicate with staff.  
**How to Apply:** Submit resume to [camille.taft@ymcadc.org](mailto:camille.taft@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Swim Instructors (Basic, Intermediate, Advance)**  
**Location:** YMCA Bethesda Chevy Chase  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** Several (PT)  
**Qualifications:** Must have the physical ability to meet all prerequisites for YMCA Lifeguarding; Backboard Training; Possess an outgoing personality with the ability to relate well with participants of various age groups; Must be attentive, multi-faceted, reliable, and a proven problem solver; Must have positive mentality.  
**Description:** Provides swimming instruction/or water exercise instruction to children and/or adults under the direct supervision of the Aquatic Director or Assistant Aquatic Director; following the philosophy and goals of the YMCA Aquatic programs; Primary responsibility is the safety of participants during class sessions.  
**How to Apply:** Submit resume to [camille.taft@ymcadc.org](mailto:camille.taft@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Personal Trainer/Wellness Coach**  
**Location:** YMCA Bethesda Chevy Chase  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 2 PT  
**Qualifications:** High School Diploma or GED, BA/BS in exercise or related field preferred, must be 18 years of age. Criminal background check clearance, current CPR/AED/First Aid certifications, current national certification in personal training from a recognized national certifying organization, YMCA Healthy Lifestyles Personal Training, Hold YMCA Fitness Specialist or ACSM certification or equivalent education or documented expertise. OSHA, National certification in strength training (ACE; ACSM; YMCA; Etc...), Blood Borne Pathogens  
**Description:** Responsibilities include providing group or one-one fitness instruction to members desiring a program tailored to their specific needs. Personal Trainers evaluate their members' physical fitness and keep track of their progress. Provides fitness programs, advice, and assistance to members that are free of medical concerns and are in generally good health.  
**How to Apply:** Submit resumes to [anita.potter@ymcad.org](mailto:anita.potter@ymcad.org) (Note: Please refer to the job title when applying for job)

**Position:** **Member Service Representative**  
**Location:** YMCA Bethesda Chevy Chase  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 2 PT  
**Qualifications:** Must possess initiative, enthusiasm, good judgment and strong customer service skills; detail oriented; ability to effectively multi-task; basic computer skills, flexibility to work weekends and evenings for branch and corporate functions; must have the ability to sit or stand for extended periods of time; able to walk up and down stairs while giving tours; and able to bend for filling.  
**Description:** This position is responsible for handling a variety of responsibilities for members and prospective members including membership sales, tours, membership renewals, providing information by phone or in person, access control and basic computer entry. Serves as the key resource point for information regarding programs, activities, merchandise or other general communications.  
**How to Apply:** Submit resume to [john.mclamy@ymcad.org](mailto:john.mclamy@ymcad.org) (Note: Please refer to the job title when applying for job)

### **YMCA Camp Letts**

**Position:** **Business Service Manager**

**Location:** YMCA Camp Letts  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1  
**Qualifications:** Some college work, preferred, 2-3 years relevant experience, relationship building, written and verbal communications, financial management, facility management, program planning and delivery. Must be able to work with computer for long periods of time, ensuring accuracy of data entry, reconciliation, receipting and auditing.

**Description:** Provides support to Executive Director with management of day-to-day administrative and business services, including but not mutually exclusive to, information technology, overseeing payroll process, processing accounts payable, customer service and member relations, general support for the budgeting process, supporting on-going efforts in the collection of accounts receivable, and support with processing human resources documents and actions.

**How to Apply:** Submit resume to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title & branch location when applying for job)

**Position:** **Program Director/ERC (Educational Retreat Center)**  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1  
**Qualifications:** Bachelor's degree in a related field with a minimum of 3 years experience working with children and adults in an education/recreation environment; Proven sales record. Must be an effective leader with excellent verbal and written communication skills, strong relationship building abilities, and problem solving strategies; Coordinates use of branch facilities for program activities and events; Assist staff in the establishment of program activities and expands programs within the community in accordance with the Association and branch strategic plans; Assists in branch fund raising activities and special events; Demonstrated financial management and budgeting skills. Highly organized and able to deal with a large volume of records and details. Must have the ability to work with multiple departments to coordinate use of the retreat center facilities.

**Description:** Responsible for providing an active role in new group sales, marketing and solicitation efforts to attract groups, retention initiatives, and service of existing groups. Provides ERC information to new groups. Conducts tours of camp and facilities. Creates target programs for specific groups. Contacts prior groups for additional bookings. Identifies prospective groups and markets accordingly. Responsible for tracking and reporting

sales progress and success. Increases usage of ERC through sales to new groups. Provides exceptional customer service. Other duties as required.

**How to Apply:** Submit resume to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title & branch location when applying for job)

### YMCA Loudoun County

**Position:** CDL Drivers  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1  
**Qualifications:** 2-3 years experience driving passengers in a professional capacity. High school diploma or GED; Must be 21 years old; Must have a Commerical Drivers License; Must provide a copy of driving record with no points; Criminal Background Check clearance; Must be highly dependable and punctual.  
**Description:** This position requires the individual to drive YMCA buses while providing a safe and efficient means of transportation for YMCA members, volunteers, participants, and employees.  
**How to Apply:** Submit resumes to [angel.cerritos@ymcadc.org](mailto:angel.cerritos@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** Office Assistant  
**Opening Date** 3/1/14  
**Closing Date** 4/1/14  
**No. of Vacancies:** 1 (Full Time)  
**Qualifications:** High School Diploma or GED, must be 18 years of age. Criminal background check clearance, current CPR/AED/First Aid certifications and/or CDL license is preferred.  
**Description:** Duties will included, but not limited to, answering multi-lined phone; accept, review and process program registrations; conduct clerical and administrative service to office and Y programs; may have to work 4 hour shift at outdoor sites; some weekend or evening shifts are required. Must be willing to drive to different schools in Loudoun County.  
**How to Apply:** Submit resumes to [kasia.bochenek@ymcadc.org](mailto:kasia.bochenek@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** Site Directors  
**Opening Date** 1/1/2014  
**Closing Date** Until Filled  
**No. of Vacancies:** 3-5 (Part Time)  
**Qualifications:** Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for leading the classrooms with planning, development and implementation of all classroom activities that meet the child's growth within a developmental framework.

**How to Apply:** Submit resumes to [angel.cerritos@ymcadc.org](mailto:angel.cerritos@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Camp Director**

**Opening Date** 1/1/2014

**Closing Date** 6/30/2014

**No. of Vacancies:** 12 (Part Time)

**Qualifications:** Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for leading the camp with planning, development and implementation of all classroom activities that meet the child's growth within a developmental framework.

**How to Apply:** Submit resumes to [angel.cerritos@ymcadc.org](mailto:angel.cerritos@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Sr. Camp Counselors**

**Opening Date** 1/1/2014

**Closing Date** 6/30/2014

**No. of Vacancies:** Several (Part Time)

**Qualifications:** Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Camp Director in the daily operations and activities. Ensure all program supplies and needs are available at the time necessary for the campers and ensure the camp site is neat and clean when activities are over. Attend all staff trainings, meetings and family events and activities. Responsible for health and safety of all campers. Support the goals of the YMCA as a whole and the branch in particular.

**How to Apply:** Submit resumes to [angel.cerritos@ymcadc.org](mailto:angel.cerritos@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Camp Counselors**

**Opening Date** 1/1/2014

**Closing Date** 6/30/2014

**No. of Vacancies:** Several (Part Time)  
**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.  
**Description:** This position is responsible for assisting the Camp Director/Senior Group Counselor in the daily operations of the program. Attend all staff trainings In addition, planning, developing and implementing all the camp activities under the guidelines of the YMCA Summer Day Camp Curriculum.  
**How to Apply:** Submit resumes to [angel.cerritos@ymcadc.org](mailto:angel.cerritos@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Jr. Camp Counselors**  
**Opening Date** 1/1/2014  
**Closing Date** 6/30/2014  
**No. of Vacancies:** 6 (Part Time)  
**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.  
**Description:** Assist in the implementing of daily program activities. Assist in guiding campers and help them to adjust and grow in relationships with another. May lead small group of children in games, music, art or storytelling. Responsible for the safety of children at all times. Interact with children at all time; taking part in each activity that children are involved.  
**How to Apply:** Submit resumes to [angel.cerritos@ymcadc.org](mailto:angel.cerritos@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**YMCA Fairfax County Reston**

**Position:** **Executive Director**  
**Opening Date** 1/15/14  
**Closing Date** Until Filled  
**No. of Vacancies:** 1  
**Qualifications:** Bachelor's degree with 5 (five) or more years experience with child care and youth development experience on an executive level in a medium to large organization/branch; Expectations of high level of professionalism, ability to perform under deadline, multi-task, management and group leadership skills, and high degree of organization; Strong leadership skills, including an engaging and energetic demeanor and the ability to inspire and motivate staff, volunteers, donors, and potential partners; Experience leading program expansion and change highly desirable.  
**Description:** Key responsibilities include but are not limited to managing school age programs, multiple child care off-sites; Creating a welcoming and warm atmosphere for staff, children, parents,

and community partners that embraces diversity at every level. Providing strong recruitment, training, and succession processes to insure the hiring, professional development and retention of high quality staff; Serve as the leader in branch fundraising activities, securing additional partnerships and collaborations for growth opportunities; Develop and monitor budget strategies for ensuring long-term fiscal management and financial viability. Submit resumes to [stacey.leoniak@ymcadc.org](mailto:stacey.leoniak@ymcadc.org) (Note: Please refer to the job title when applying for job)

**How to Apply:**

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**Position:** **Membership Director**  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1  
**Qualifications:** Bachelor's degree (preferred) with a minimum 5 years experience in a membership service department. Minimum 2 years of supervisory experience. Must have flexible schedule and be able to work days, nights and weekends. Must possess corporate sales experience, initiative, enthusiasm, good judgment. The successful candidate will also possess strong organizational skills, planning and problem-solving skills. Successful track record of market and business plan development, including integration of market planning across diverse areas, experience building and sustaining relationships.

**Description:** The Membership Director will lead the branch membership culture and be responsible for keeping the Member Services team motivated, trained and informed through daily/weekly/monthly meetings and events. The Director will maintain focus on delivering excellent customer service on a daily basis while ensuring that the Membership team is doing the same in support of building branch capacity to support the Y mission. This individual will be a poised and professional corporate sales leader with expertise in membership acquisition and retention.

**How to Apply:** Submit resume to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Membership Associate**  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1  
**Qualifications:** Associates degree or some college courses; Minimum of two years experience in membership/sales; Must possess initiative, enthusiasm, good judgement, and strong customer service and sales skills.

**Description:** Takes an active role in new member sales, membership campaigns and functions, retention initiatives, prospecting and



registering new corporate partners and servicing of existing members.

**How to Apply:** Submit resume to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Child Watch Attendant**

**Opening Date** Open

**Closing Date** Until Filled

**No. of Vacancies:** Several (Part Time)

**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** Open and close child watch room as required. Enforce safety regulations. Clean all toys and equipment daily. Change bedding. Have parents sign in/out with proper ID. Continually play and interact with children while they are in care.

**How to Apply:** Submit resumes to [Kerrie.Fulcher@ymcadc.org](mailto:Kerrie.Fulcher@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Group Leaders**

**Opening Date** 1/15/14

**Closing Date** Until Filled

**No. of Vacancies:** Several - (Part Time)

**Qualifications:** Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Site Director in the daily operations of the program. In addition, planning, developing and implementing all the before and after school activities under the guidelines of the YMCA School Age Curriculum.

**How to Apply:** Submit resumes to [kerrie.fulcher@ymcadc.org](mailto:kerrie.fulcher@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Youth Counselors**

**Opening Date** 1/15/2014

**Closing Date** Until filled

**No. of Vacancies:** 6 (Part Time)

**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** Assist in the implementing of daily program activities. Assist in guiding children and help them to adjust and grow in



relationships with another. May lead small group of children in games, music, art or storytelling. Responsible for the safety of children at all times. Interact with children at all time; taking part in each activity that children are involved.

**How to Apply:** Submit resumes to [Kerrie.Fulcher@ymcadc.org](mailto:Kerrie.Fulcher@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Preschool Teachers**

**Opening Date** 1/15/14

**Closing Date** Until Filled

**No. of Vacancies:** 2

**Qualifications:** Must be at least 18 yrs. of age. Teachers must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification.

**Description:** Teacher positions are responsible for the planning, development and implementation of all classroom activities that meet the child's growth within a developmental framework.

**How to Apply:** Submit resume to [Elizabeth.magyar@ymcadc.org](mailto:Elizabeth.magyar@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Camp Director**

**Opening Date** 1/1/2014

**Closing Date** 6/30/2014

**No. of Vacancies:**

10 (Part Time)

**Qualifications:** Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for leading the camp with planning, development and implementation of all classroom activities that meet the child's growth within a developmental framework.

**How to Apply:** Submit resumes to [Kerrie.Fulcher@ymcadc.org](mailto:Kerrie.Fulcher@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Sr. Camp Counselors**

**Opening Date** 1/1/2014

**Closing Date** 6/30/2014

**No. of Vacancies:** Several (Part Time)

**Qualifications:** Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Camp Director in the daily operations and activities. Ensure all program supplies and needs are available at the time necessary for the campers and ensure the camp site is neat and clean when activities are over. Attend all staff trainings, meetings and family events and activities. Responsible for health and safety of all campers. Support the goals of the YMCA as a whole and the branch in particular.

**How to Apply:** Submit resumes to [Kerrie.Fulcher@ymcadc.org](mailto:Kerrie.Fulcher@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Camp Counselors**  
**Opening Date** 1/1/2014  
**Closing Date** 6/30/2014  
**No. of Vacancies:** Several (Part Time)  
**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Camp Director/Senior Group Counselor in the daily operations of the program. Attend all staff trainings In addition, planning, developing and implementing all the camp activities under the guidelines of the YMCA Summer Day Camp Curriculum.

**How to Apply:** Submit resumes to [Kerrie.Fulcher@ymcadc.org](mailto:Kerrie.Fulcher@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Jr. Camp Counselors**  
**Opening Date** 1/1/2014  
**Closing Date** 6/30/2014  
**No. of Vacancies:** 6 (Part Time)  
**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** Assist in the implementing of daily program activities. Assist in guiding campers and help them to adjust and grow in relationships with another. May lead small group of children in games, music, art or storytelling. Responsible for the safety of children at all times. Interact with children at all time; taking part in each activity that children are involved.

**How to Apply:** Submit resumes to [Kerrie.Fulcher@ymcadc.org](mailto:Kerrie.Fulcher@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Lifeguard**  
**Opening Date** Open  
**Closing Date** Until Filled

**No. of Vacancies:** Several  
**Qualifications:** Current Lifeguard certs, CPR First Aid, Pool Operators a plus.  
**Description:** Primary responsibility to protect the safety of all swimmers by preventing accidents and by responding to an emergency quickly and efficiently to minimize the danger to those involved.  
**How to Apply:** Submit resumes to [djordje.atanckovic@ymcadc.org](mailto:djordje.atanckovic@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Swim Instructors**  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 5 (Part Time)  
**Qualifications:** Current lifeguard certifications, CPR, First Aid, pool operator's certs. a plus  
**Description:** Primary responsibility to provide swimming instruction/or water exercise instruction to children and/or adults under the direct supervision of the aquatic director or assistant aquatic director; following the philosophy and goals of the YMCA Aquatic programs.  
**How to Apply:** Submit resumes to [dorde.atanckovic@ymcadc.org](mailto:dorde.atanckovic@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Assistant Wellness Director**  
**Opening Date** 1/1/2014  
**Closing Date** Until Filled  
**No. of Vacancies:** 1  
**Qualifications:** Bachelor's Degree or equivalent, Certified thorough nationally recognized training agency. 3-5 years of experience.  
**Description:** Coordinate and manage the GEX program. Build the scope and breadth of wellness programming. Build revenue at Reston branch; Contribute to an increased YMCA presence in the community. Foster and maintain the spirit of cooperation and cohesiveness within the department.  
**How to Apply:** Submit resumes to [Dominick.Dorazio@ymcadc.org](mailto:Dominick.Dorazio@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Group Exercise Instructors**  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 3 (Part Time)  
**Qualifications:** Minimum one year teaching experience; Must display an outgoing personality, enabling him/her to relate well to participants; Demonstrated interest in working with individuals as well as groups of people; Criminal Background Check clearance; Current CPR, AED; First Aid certification; ACE or AFAA certification or obtain said certification within 6 months of employment.

**Description:** Instructs all group exercise classes within the guidelines of the Association and maintains the quality of programs.  
**How to Apply:** Submit resumes to [dominick.dorazio@ymcadc.org](mailto:dominick.dorazio@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Personal Trainer/Wellness Coach**  
**Opening Date** 1/1/2014  
**Closing Date** Until Filled  
**No. of Vacancies:** 2 (Part Time)  
**Qualifications:** High School Diploma or GED, BA/BS in exercise or related field preferred, must be 18 years of age. Criminal background check clearance, current CPR/AED/First Aid certifications, current national certification in personal training from a recognized national certifying organization, YMCA Healthy Lifestyles Personal Training, Hold YMCA Fitness Specialist or ACSM certification or equivalent education or documented expertise. OSHA, National certification in strength training (ACE; ACSM; YMCA; Etc...), Blood Borne Pathogens  
**Description:** Responsibilities include providing group or one-one fitness instruction to members desiring a program tailored to their specific needs. Personal Trainers evaluate their members' physical fitness and keep track of their progress. Provides fitness programs, advice, and assistance to members that are free of medical concerns and are in generally good health.  
**How to Apply:** Submit resumes to [dominick.dorazio@ymcadc.org](mailto:dominick.dorazio@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Facilities Housekeeping Technicians**  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 2 FT (1 female day shift; 1 male night shift)  
**Qualifications:** HS diploma, be able work 3<sup>rd</sup> or 2<sup>nd</sup> shifts.  
**Description:** Be able to do general housekeeping, cleaning and laundry work  
**How to Apply:** Submit resumes to [sam.berberian@ymcadc.org](mailto:sam.berberian@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Member Service Representatives**  
**Opening Date** 1/15/14  
**Closing Date** Until Filled  
**No. of Vacancies:** 2 (part time)  
**Qualifications:** Must possess initiative, enthusiasm, good judgement and strong customer service skills; detail oriented; ability to effectively multi-task; basic computer skills, flexibility to work weekends and evenings for branch and corporate functions; must have the ability to sit or stand for extended periods of time; able to walk up and down stairs while giving tours; and able to bend for filling.

**Description:** This position is responsible for handling a variety of responsibilities for members and prospective members including membership sales, tours, membership renewals, providing information by phone or in person, access control and basic computer entry. Serves as the key resource point for information regarding programs, activities, merchandise or other general communications.

**How to Apply:** Submit resumes to [Rebecca.Brown@ymcadc.org](mailto:Rebecca.Brown@ymcadc.org) (Note: Please refer to the job title when applying for job)

### **YMCA National Capital**

**Position:** **Aquatics Camp Director**  
**Location:** YMCA National Capital  
**Opening Date** 3/1/2014  
**Closing Date** 6/30/2014  
**No. of Vacancies:** 1 (Seasonal Full Time)  
**Qualifications:** Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for leading the camp with planning, development and implementation of all classroom activities that meet the child's growth within a developmental framework. Must have a swimming background and can swim Front Crawl, Back Crawl, Breast Stroke, and Butterfly.

**How to Apply:** Submit resumes to [Juan.kaviani@ymacdc.org](mailto:Juan.kaviani@ymacdc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Aquatics Sr. Camp Counselors**  
**Location:** YMCA National Capital  
**Opening Date** 3/1/2014  
**Closing Date** 6/30/2014  
**No. of Vacancies:** Several (Full Time/Part Time)  
**Qualifications** Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Camp Director in the daily operations and activities. Ensure all program supplies and needs are available at the time necessary for the campers and ensure the camp site is neat and clean when activities are over. Attend all staff trainings, meetings and family events and activities. Responsible for health and safety of all campers. Support the goals of the YMCA as a whole and the branch in

particular. Must be able to swim Front Crawl Back Crawl, Breast Stroke, and Butterfly.

**How to Apply:** Submit resumes to [Juan.kaviani@ymcadc.org](mailto:Juan.kaviani@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Aquatics Camp Counselors**

**Location:** YMCA National Capital

**Opening Date** 3/1/2014

**Closing Date** 6/30/2014

**No. of Vacancies:** Several (Full Time/Part Time)

**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Camp Director/Senior Group Counselor in the daily operations of the program. Attend all staff trainings In addition, planning, developing and implementing all the camp activities under the guidelines of the YMCA Summer Day Camp Curriculum. Must be able to swim Front Stroke, Back Stroke, and Breast Stroke.

**How to Apply:** Submit resumes to [Juan.kaviani@ymcadc.org](mailto:Juan.kaviani@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Aquatics Jr. Camp Counselors**

**Location:** YMCA National Capital

**Opening Date** 3/1/2014

**Closing Date** 6/30/2014

**No. of Vacancies:** Several

**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** Assist in the implementing of daily program activities. Assist in guiding campers and help them to adjust and grow in relationships with another. May lead small group of children in games, music, art or storytelling. Responsible for the safety of children at all times. Interact with children at all time; taking part in each activity that children are involved. Must be able to Swim.

**How to Apply:** Submit resumes to [Juan.kaviani@ymcadc.org](mailto:Juan.kaviani@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Camp Director**

**Location:** YMCA National Capital

**Opening Date** 3/1/2014

**Closing Date** 6/30/2014

**No. of Vacancies:** 2 (Seasonal)

**Qualifications:** Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education or relevant experience. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for leading the camp with planning, development and implementation of all classroom activities that meet the child's growth within a developmental framework.

**How to Apply:** Submit resumes to Kate.Dadourian@ymacdc.org (Note: Please refer to the job title when applying for job)

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**Position:** **Sr. Camp Counselors**  
**Location:** YMCA National Capital  
**Opening Date** 3/1/2014  
**Closing Date** 6/30/2014  
**No. of Vacancies:** 18 (Seasonal)  
**Qualifications** Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Camp Director in the daily operations and activities. Ensure all program supplies and needs are available at the time necessary for the campers and ensure the camp site is neat and clean when activities are over. Attend all staff trainings, meetings and family events and activities. Responsible for health and safety of all campers. Support the goals of the YMCA as a whole and the branch in particular.

**How to Apply:** Submit resumes to Kate.Dadourian@ymcadc.org (Note: Please refer to the job title when applying for job)

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**Position:** **Camp Counselors**  
**Location:** YMCA National Capital  
**Opening Date** 3/1/2014  
**Closing Date** 6/30/2014  
**No. of Vacancies:** 20 (Seasonal)  
**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Camp Director/Senior Group Counselor in the daily operations of the program. Attend all staff trainings In addition, planning, developing and implementing all the camp activities under the

**How to Apply:** guidelines of the YMCA Summer Day Camp Curriculum. Submit resumes to Kate.Dadourian@ymcadc.org (Note: Please refer to the job title when applying for job)

**Position:** **Jr. Camp Counselors**  
**Location:** YMCA National Capital  
**Opening Date** 3/1/2014  
**Closing Date** 6/30/2014  
**No. of Vacancies:** 11 (Seasonal)  
**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.  
**Description:** Assist in the implementing of daily program activities. Assist in guiding campers and help them to adjust and grow in relationships with another. May lead small group of children in games, music, art or storytelling. Responsible for the safety of children at all times. Interact with children at all time; taking part in each activity that children are involved.  
**How to Apply:** Submit resumes to Kate.Dadourian@ymcadc.org (Note: Please refer to the job title when applying for job)

#### **YMCA Potomac Overlook**

**Position:** **Child Care Director**  
**Location:** YMCA Potomac Overlook  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1  
**Qualifications:** Lead and manage daily operations of a licensed child care facility; including before/ after school program and summer camp. Directly responsible for the day to day safety and well being of all children enrolled in the program. Responsible for: budget compliance, staff supervision, interviewing parents, screening applicants, recruitment of staff, facilitation of in-service trainings, meetings and professional development for staff.  
**Description:** A bachelor's degree in early childhood education, child development, education, recreation or equivalent; graduate level education highly preferred. Five or more years of experience working in a licensed, certified, military, or tribal child care program with substantial responsibility for development and delivery of program curriculum, supervision and staff training and development. Must have the following clearances upon hire: Drug and alcohol screening, criminal background check, Tuberculosis (TB) test, CPR/First Aid Certification. Director license for Maryland.  
**How to Apply:** Submit resume to resumes@ymcadc.org (Note: Please refer to the job title & branch location when applying for job)



**Position:** **Child Watch Attendant**  
**Location:** YMCA Potomac Overlook  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1 (Part Time)  
**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Flexible work schedule required. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.  
**Description:** Creating a safe, fun and engaging experience for children in the child watch room. Enforce safety regulations. Clean all toys and equipment daily. Change bedding. Have parents sign in/out with proper ID. Continually play and interact with children while they are in care.  
**How to Apply:** Submit resume to [Lucresha.murphy@ymcadc.org](mailto:Lucresha.murphy@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Assistant Teachers (SACC Program)**  
**Location:** YMCA Potomac Overlook  
**Opening Date** Open  
**Closing Date** Until Closed  
**No. of Vacancies:** 2  
**Qualifications:** Must be at least 18 years of age; Must have high school diploma or GED. Must have CDA or 90 hour certs. Must have the critical skill of being able to relate to parents, school staff and children and have a positive, creative attitude.  
**Description:** Under direct supervision of the Lead Teacher or Teacher, is responsible for assisting with the planning, development and implementation of all classroom activities; Carries out specific assignments that provide for the children's social, physical, emotional and mental growth and will also work in any support role necessary for the operation of the program.  
**How to Apply:** Submit resume to [lucresha.murphy@ymcadc.org](mailto:lucresha.murphy@ymcadc.org) (Note: Please refer to the job title when applying for job)

### **YMCA Silver Spring**

**Position:** **Executive Assistant**  
**Location:** YMCA Silver Spring  
**Opening Date:** Open  
**Closing Date:** Until Closed  
**No. of Vacancies:** 1  
**Qualifications:** Qualified candidates will have 5+ years of professional administrative support experience, and a college degree is preferred but not required. The ideal Executive Assistant will have a proactive work ethic; will possess advanced skills using Microsoft Office suite, particularly Excel; Exhibit meticulous

attention to detail; Proven abilities multi-tasking and prioritizing task; Excellent interpersonal, written and verbal communication skills. Ideally this individual will have fervor for wellness and a strong ability to work in a team environment.

**Description:**

Responsibilities will include: Performing secretarial and administrative duties of a highly confidential nature; Completing administrative tasks using initiative and judgment; May act as a liaison for supervisor; Anticipating and preparing materials needed by the supervisor; Independently composing and preparing correspondences and memorandums; Managing a complex calendar, scheduling meetings and conference calls; Preparing expense reports; Performing routine data entry and basic budgetary responsibilities; Editing Power Point presentations and Excel spreadsheets; Drafting and editing Microsoft Word documents; Screening incoming telephone inquiries; Independently answering inquiries on routine matters, informs supervisor of matters to consider; Coordinating general and/or logistical support for meetings; Establish and maintain confidential files and records; Perform other related duties as necessary.

**How to Apply:**

Submit resume to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:**

**Asst. Camp Director**

**Location:**

YMCA Silver Spring

**Opening Date**

3/1/2014

**Closing Date**

6/30/2014

**No. of Vacancies:**

4 (Seasonal Full Time)

**Qualifications:**

Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:**

This position is responsible for leading the camp with planning, development and implementation of all classroom activities that meet the child's growth within a developmental framework.

**How to Apply:**

Submit resumes to [Joshua.smith@ymacdc.org](mailto:Joshua.smith@ymacdc.org) (Note: Please refer to the job title when applying for job)

**Position:**

**Sr. Camp Counselors**

**Location:**

YMCA Silver Spring

**Opening Date**

3/1/2014

**Closing Date**

6/30/2014

**No. of Vacancies:**

Several (Full Time/Part Time)

**Qualifications**

Must be at least 18 yrs. of age. Must have CDA, AA, BA in early childhood education. Current CPR and First Aid certification.

Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Camp Director in the daily operations and activities. Ensure all program supplies and needs are available at the time necessary for the campers and ensure the camp site is neat and clean when activities are over. Attend all staff trainings, meetings and family events and activities. Responsible for health and safety of all campers. Support the goals of the YMCA as a whole and the branch in particular.

**How to Apply:** Submit resumes to [meena.suri@ymcadc.org](mailto:meena.suri@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Camp Counselors**

**Location:** YMCA Silver Spring

**Opening Date** 3/1/2014

**Closing Date** 6/30/2014

**No. of Vacancies:** Several (Full Time/Part Time)

**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** This position is responsible for assisting the Camp Director/Senior Group Counselor in the daily operations of the program. Attend all staff trainings In addition, planning, developing and implementing all the camp activities under the guidelines of the YMCA Summer Day Camp Curriculum.

**How to Apply:** Submit resumes to [meena.suri@ymcadc.org](mailto:meena.suri@ymcadc.org) (Note: Please refer to the job title when applying for job)

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**Position:** **Jr. Camp Counselors**

**Location:** YMCA Silver Spring

**Opening Date** 3/1/2014

**Closing Date** 6/30/2014

**No. of Vacancies:** 8 (Part Time)

**Qualifications:** Current CPR and First Aid Certification. Documentation of physical examination and TB skin test. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must meet the county/state licensing requirements.

**Description:** Assist in the implementing of daily program activities. Assist in guiding campers and help them to adjust and grow in relationships with another. May lead small group of children in games, music, art or storytelling. Responsible for the safety of children at all times. Interact with children at all time; taking part in each activity that children are involved.

**How to Apply:** Submit resumes to [meen.suri@ymcadc.org](mailto:meen.suri@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Pool Operator**

**Opening Date:** Open

**Closing Date:** Until Filled

**No. of Vacancies:** 2 (Part Time)

**Qualifications:** Valid pool operator's license for facility's jurisdiction Responsible for knowing, Abiding by, and enforcing all guidelines of the Aquatic Department as well as the Association.

**Description:** Responsible for all necessary documentation during shift, to include but not limited to: hourly readings of sanitizer, pH, water and air temperature, rate of flow, pressure differential, facility usage, filling out manager log for appropriate shift and submission of accident and/or incident reports.  
Responsible for maintaining the facility at inspection ready status per state and county commercial pool operation regulations during shift.

**How to Apply:** Submit resumes to [Joshua.smith@ymcadc.org](mailto:Joshua.smith@ymcadc.org) (Note: Please refer to the job title when applying for job).

**Position:** **Lead Teacher**

**Opening Date:** Open

**Closing Date:** Until Filled

**No. of Vacancies:** 1 (Full Time)

**Qualifications:** CDA or 90 hours certs. 5 years classroom experience.

**Description:** Primary responsibility to provide safe and nurturing environment, writing lesson plans and parent teacher conferences.

**How to Apply:** Submit resumes to [Kathryn.Higgins@ymcadc.org](mailto:Kathryn.Higgins@ymcadc.org) (Note: Please refer to the job title when applying for job)

**Position:** **Assistant Child Care Director**

**Location:** YMCA Silver Spring

**Opening Date:** Open

**Closing Date:** Until Filled

**No. of Vacancies:** 1

**Qualifications:** Bachelor's degree in Early Childhood, Elementary Education, Recreation, Human Services; Current CPR and First Aid Certification; Documentation of physical examination and TB skin test; Clear the local jurisdiction requirements for criminal background and/or fingerprinting; Must meet the county/state licensing requirements; Minimum of three years experience working primarily; with preschoolers or school age children

(depending on program) in a licensed child care center  
Must have strong organizational and administrative skills including supervision, program development and working with children and parents; Ability to supervise staff; Must be able to effectively communicate with children and parents; Must understand and be committed to working with diverse population and to YMCA character development.

**Description:**

Assists Preschool Director or SACC Director with the overall operation of the pre-school or school-age program site(s), including licensing, curriculum development and delivery, health and safety of the children; Ensures adequate safety procedures are in place for the class being taught; Supervises staff; Designs and implements curriculum; Orders supplies; Coordinates monthly newsletter; Coordinates monthly lesson plans; Generates snack menu; Supervises programs, including operation, maintenance, appearance, and cleanliness; Codes incoming bills for payment; Operates facility and program in Child Care Director's absence.

**How to Apply:**

Submit resume to [resumes@ymcadc.org](mailto:resumes@ymcadc.org) (Note: Please refer to the job title & branch location when applying for job)

**Position:**

**Assistant Teacher**

**Opening Date**

Open

**Closing Date**

Until Filled

**No. of Vacancies:**

1 (Full Time)

**Qualifications:**

Must be 18 years old

Hold a high school diploma or a certificate of high school equivalence, or have successfully completed courses for credit from an accredited college or university.

Complete 9 clock hours of approved pre-service training in communicating with staff, parents, and the public.

Have at least one of the following: (a) 800 hours of recent paid or documented volunteer experience supervising groups of school-age children in educational, recreational, social, or guidance contexts. (b) 600 hours of approved experience and 15 clock hours of approved college coursework. (c) 400 hours of approved experience and 3 semester hours or 45 clock hours, or their equivalent, of approved college coursework.

**Description:**

Primary responsibility to provide safe and nurturing environment.

**How to Apply:**

Submit resumes to [Kathryn.Higgins@ymcadc.org](mailto:Kathryn.Higgins@ymcadc.org)

(Note: Please refer to the job title when applying for job)

**Position:**

**Swim Coach**

**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 2 (Part Time)  
**Qualifications:** Must be at least 18 years old  
Competitive swimming experience  
Minimum of 2 years coaching experience  
Good communication skills  
Must meet all USA-Swimming Coaching Requirements within 3 months of hire.

**Description:** Take lead coaching position of swim group. Create, plan and run practices for assigned training groups that will be instructive, informative, challenging, and motivating. Create a positive learning environment by incorporating the YMCA core values. Assist other coaches as needed and attend swim meets as needed.

**How to Apply:** Submit resumes to [Joshua.Smith@ymcadc.org](mailto:Joshua.Smith@ymcadc.org)  
(Note: Please refer to the job title when applying for job)

### **YMCA Youth and Family Services**

**Position:** **Horizons Program Leader**  
**Location:** YMCA Youth and Family Services  
**Opening Date** Open  
**Closing Date** Until Filled  
**No. of Vacancies:** 1  
**Qualifications:** Bachelor's degree required. Preferred focus; Therapeutic Recreation, Outdoor Education, Social Work. Work some weekend hours for staff training, contract groups, and YMCA/YFS special events. Bilingual/Desired. Clear the local jurisdiction requirements for criminal background and/or fingerprinting. Must be able to stand or sit for prolonged periods of time. Able to lift at least 35lbs. Early morning and evening meetings are required.

**Description:** The Program Leader is responsible for working with the Program Coordinator in assuring that high standards are met in the areas of quality control, program development and growth. Other responsibilities include program evaluation/reporting and maintaining a high safety standard in the areas of: teambuilding games and initiatives, rock climbing and rappelling, ACA canoeing, ACA swift water rescue, kayaking, caving, high ropes course management, and various other outdoor skills. The Program Leader assists in overseeing program staff involved in delivering a quality outdoor adventure program and maintaining compliance to federal, state, local, industry, and YMCA standards.

**How to Apply:** Submit resume to [serena.crawford@ymcadc.org](mailto:serena.crawford@ymcadc.org)(Note: Please refer to the job title when applying for job)

## Year Round Aquatic Positions

- Lifeguard
- Swim Instructor (Basic)
- Pool Operator
- Swim Instructor (Intermediate)
- Swim Instructor (Advance)

**To apply forward resume to: [bill.kuster@ymcadc.org](mailto:bill.kuster@ymcadc.org)**

## Y Branches

YMCA Alexandria  
420 East Monroe Avenue  
Alexandria, VA 22301

YMCA Anthony Bowen  
1100 North Capitol St. NW  
Washington, DC 20002

YMCA Arlington  
3422 13<sup>th</sup> Street  
Arlington, VA 22201

YMCA Ayrilawn Program Center  
5650 Oakmont Avenue  
Bethesda, MD 20814

YMCA Prince Georges County  
3501 Moylan Drive  
Bowie, MD 20715

YMCA Potomac Overlook  
10709 Indian Head Hwy  
Fort Washington, MD 20744

YMCA Youth and Family Services  
9601 Colesville Road  
Silver Spring, MD 20901

YMCA Bethesda Chevy-Chase  
9401 Old Georgetown Road  
Bethesda, MD 20814

YMCA Fairfax County Reston & Loudoun Cty.  
12196 Sunset Hill Road  
Reston, VA 20190

YMCA Silver Spring  
9800 Hastings Drive  
Silver Spring, MD 20901

Association Services Office  
1112 16<sup>th</sup> Street, NW Ste. 720  
Washington, DC 20036