



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.

February 2012

YMCA Association Services Office

Position:	Association Assistant Child Care Director
Opening Date	12/1/2011
Closing Date	Until Filled
No. of	1 (Full Time)
Vacancies:	
Qualifications:	BA degree in a related field of education; 5-10 successful and progressive years experience in child care services: program growth, licensing, accreditation, enrollment, staff development, relationship building. Must be able to effectively communicate to parents, school staff, and children; Must be able to accommodate a flexible work schedule and have the ability to travel locally 25-40%.
Duties:	The AACC Director will provide operational support and administrative reporting to the VP of Child Care Services ensuring top notch delivery and assessment of the Y's child care programs. Key Responsibilities: Support the development of annual plans that define the priorities, initiatives, milestones, and measurable outcomes for each child care and youth program area; Manage and present the analysis and documentation of statistical data and program evaluation results to the senior team, tracking progress against goals; Ensures completion of all local and state registry requirements, licensing and accreditation approvals; including monitoring and managing the DHS application and renewal process; Oversees the human capital component by providing leadership and management in the hiring, training,

supervising and evaluating of child care staff for the association; Lead the association ad hoc service team to ensure the highest degree of quality in program design, implementation and evaluation; Provide resources and program ideas to staff in charge of family programming; Overall ensure high quality programs by identifying new and innovative program ideas.

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

Position: **Associate Executive Director**

Opening Date 4/7/11 (Re-posted 1/3/12)

Closing Date Until Filled

No. of

Vacancies: 1

Qualifications: 5 or more years experience with executive leadership in a small to medium branch; Child Care experience required. Analytical and critical thinking skills; must be flexible and able to multi-task; Expectations of high level of professionalism, ability to perform under deadline, multi-task, management and group leadership skills, and high degree of organization; Relationship building including fundraising achievements.

Duties: This position is responsible for assisting in management of all aspects of the business and program operations of the branch, to include: child care program, fiscal management, annual support campaign, staff supervision, volunteer development, member services and program quality. Directly supervises branch programs and lines of business.

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

Position: **Membership Director**

Opening Date Open

Closing Date Continuous

No. of

Vacancies: 1

Qualifications: Bachelor's degree ; Minimum of three years experience in membership/sales; Relationship Building (corporations, collaborations, community, Boards etc); Written and verbal communications; Supervision /Staff development; Leadership.

Duties: Responsible for overseeing all initiatives in new member sales, membership campaigns and functions, retention programs, service of existing members and prospecting, registering and servicing corporate partners; Responsible for the daily operations and ongoing administration of the Membership Service Department.

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

YMCA Alexandria

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.
Duties:	Primary responsibility to provide swimming instruction/or water exercise instruction to children and/or adults.
How to Apply:	Submit resumes to ellen.jones@ymcadc.org (Note: Please refer to the job title when applying for job)

Anthony Bowen

Position:	Teacher
Opening Date	Open
Closing Date	Until Filled
No. of Vacancies:	1
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.
Duties:	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 resumes to marsha.smith@ymcadc.org (Note: Please refer to the job title when applying for job)

YMCA Aylawn Program Center

Position:	Teachers (School Age and Preschool)
Opening Date	Open
Closing Date	Until Filled
No. of Vacancies:	2 (Full time)
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.
Duties:	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 talin.tahmasian@ymcadc.org (Note: Please refer to the job title when applying for job)

YMCA Fairfax County Reston

Position:	Membership Associate
Opening Date	1/9/12
Closing Date	Until Filled
No. of	

Vacancies: 1(Full Time)
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; Must guide and review the work of others; Strong organizational planning and problem solving skills; Must be highly organized and able to deal with a large volume of records.
Duties: 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 resumes to resumes@ymcadc.org (Note: Please refer to the job title when applying for job)

Position: **CDL Driver**

Opening Date 1/3/2012

Closing Date Until Filled

No. of

Vacancies: Several (Part Time)

Qualifications: Valid commercial driver's license, criminal background check clearance, experience driving passengers, a clean motor vehicle record and highly dependable.

Duties: Safely transport children and adults from one destination to another. In addition, the successful candidate should possess strong communication skills.

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

Position: **Sr. Group Leader**

Opening Date 1/3/2012

Closing Date Until Filled

No. of

Vacancies: 2 (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.

Duties: This position is responsible for assisting the Site Director/Senior Group Leader 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 (Note: Please refer to the job title when applying for job)

Position: **Group Leader**

Opening Date 1/3/2012

Closing Date Until Filled

No. of

Vacancies: 2 (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.

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

Position: **Jr. Youth Counselor**

Opening Date 1/3/2012

Closing Date Until Filled

No. of

Vacancies: 5 (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.

Duties: Assist in implementing of daily activities. May lead small groups of children in games, music, art or storytelling. Responsible for the safety of children at all times. Interact with children at all times. Maintain good public relations with parents.

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

Position: **Camp Director**

Opening Date 1/15/2012

Closing Date 6/30/2012

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.

Duties: 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 kerrie.fulcher@ymcadc.org (Note: Please refer to the job title when applying for job)

Position: **Child Watch Attendant**

Opening Date 1/15/2012

Closing Date Until Filled

No. of Several (Part Time)

Vacancies:

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.

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

Position: **Sr. Camp Counselor**

Opening Date 1/15/2012

Closing Date 6/30/2012

No. of Several (Part Time)

Vacancies:

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.

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

Position: **Camp Counselor**

Opening Date 1/15/2012

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.
Duties: 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 kerrie.fulcher@ymcadc.org (Note: Please refer to the job title when applying for job)

Position: **Jr. Camp Counselor**
Opening Date 1/15/2012
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.
Duties: 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 (Note: Please refer to the job title when applying for job)

YMCA Loudoun County Program Center

Position: **Group Leader**
Opening Date Open
Closing Date Until Filled
No. of Vacancies: 8 (Part Time)
Qualifications: Must be at least 18 yrs. of age. Prior experience working with children in a licensed child care facility. Current CPR and First Aid certification.
Duties: This position is responsible for assisting the Site Director/Senior Group Leader 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 angel.cerritos@ymcadc.org (Note: Please refer to the job title when applying for job)

Position: **CDL Drivers**

Opening Date Open

Closing Date Until Filled

No. of 2

Vacancies:

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.

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

Position: **Site Directors**

Opening Date Open

Closing Date Until Filled

No. of 2

Vacancies:

Qualifications: Must be at least 21 yrs. of age, with prior experience working with children in a licensed child care facility. Must have current CPR and First Aid certification.

Duties: This position is responsible for managing an off-site school age child care center/camp, supervising the staff and for planning, developing and implementing the Association's child care curriculum.

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

YMCA Potomac Overlook

Position: **Wellness Director**

Opening Date 1/9/2012

Closing Date Until Filled

No. of 1 (Full Time)

Vacancies:

Qualifications: Minimum two/three years experience in wellness mangement, personal training, group exercise instruction or related experience. Bachelor's Degree in PE/Exercise Physiology. Criminal Background check clearance; certification in YMCA Healthy Lifestyles/Personal Training; National Certification in Personal Training; current; CPR/First Aid/AED certification; OSHA

Duties: Manages all aspects of the wellness department; Supervises all full time staff, part time staff and volunteers; Ensures that all existing and new wellness staff are appropriately trained via the branches in-house training.

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

YMCA Prince Georges County

Position: Teachers (School Age and Preschool)

Opening Date Open

Closing Date Until Filled

No. of 2

Vacancies:

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.

Duties: 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 liz.nason@ymcadc.org (Note: Please refer to the job title when applying for job)

YMCA Silver Spring

Position: Lifeguard

Opening Date Open

Closing Date Until Filled

No. of 5 (Part Time)

Vacancies:

Qualifications: Current Lifeguard certs., CPR First Aid, Pool Operators a plus.

Duties: Primary responsibility to provide swimming instruction/or water exercise instruction to children and/or adults.

How to Apply: Submit resumes to ej.amyot@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 5 (Part Time)

Vacancies:

Qualifications: Current lifeguard certifications, CPR, First Aid, pool operator's certs. a plus

Duties: 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 ej.amyot@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 1 (Full Time)

Vacancies:

Qualifications: 90 hr early childhood cert., CDA cert., CPR First Aid

Duties: 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 resumes to teresa.roberts@ymcadc.org (Note: Please refer to the job title when applying for job)

Position: **Teacher Aide / Floater**

Opening Date Open

Closing Date Until Filled

No. of 1 (Full Time)

Vacancies:

Qualifications: 90 hr early childhood cert., CDA cert., CPR First Aid

Duties: 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 resumes to teresa.roberts@ymcadc.org (Note: Please refer to the job title when applying for job)

Youth and Family Services

Position: **Mental Health Therapist I or II-Linkage to Learning**

Opening Date 1/9/2012

Closing Date Until Filled

No. of 1

Vacancies:

Qualifications: Master's degree in psychology, social work, marriage and family therapy or counseling; Licensed at graduate level in Maryland for: LGSW, LGPC, LGMFT, Psychologist Associate ; Bi-lingual (English/Spanish)

Duties: Responsible for providing a range of clinical services to children and families including mental health assessments, individual, group, and family therapy and psycho-educational groups for children or adults; Proper documentation of therapeutic services is required in addition to billing for Medical Assistance clients; Consults with outside providers (e.g., medical providers) and/or school personnel to coordinate care for his/her clients and makes

referrals, when necessary; Is available for mental health consultation in the school regarding students' concerns; Work with the site coordinator and case manager to help plan programs to provide services for clients.

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

Position: **Mental Health Therapist I or II- Core Services**

Opening Date 1/9/2012

Closing Date Until Filled

No. of 1

Vacancies:

Qualifications: Master's degree in psychology, social work, marriage and family therapy or counseling; Licensed at graduate level in Maryland for: LGSW, LGPC, LGMFT, Psychologist Associate ; Bi-lingual (English/Spanish)

Duties: Responsible for providing a range of clinical services to children and families including mental health assessments, individual, group, and family therapy and psycho-educational groups for children or adults; Proper documentation of therapeutic services is required in addition to billing for Medical Assistance clients; Consults with outside providers (e.g., medical providers) and/or school personnel to coordinate care for his/her clients and makes referrals, when necessary; Is available for mental health consultation in the school regarding students' concerns; Work with the site coordinator and case manager to help plan programs to provide services for clients.

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

Summer Camp Positions

Summer positions are considered temporary and seasonal positions. Summer positions are available at most branches, forward your cover letter and resume to resumes@ymcadc.org, indicate your preferred location. (see below)

YMCA Alexandria

YMCA Calomiris

YMCA Loudoun Cty

YMCA Fairfax County Reston

YMCA Arlington

YMCA National Capital

YMCA Anthony Bowen

YMCA Prince Georges County

YMCA Ayrilawn

YMCA Potomac Overlook

YMCA Bethesda Chevy Chase

YMCA Silver Spring

Camp Director Assists the Program Director in the overall program development and implementation, the precamp orientation and training for staff and supervision of all day camp staff assigned to a particular camp or segment of camp. Required to be on site all day during camp season and may be required to work before and after the camp season as deemed necessary.

Site Director This position is responsible for assisting the Camp Director with administrative and/or supervisory duties; Substitutes for counselors, or oversees a group of campers in addition to other duties.

Camp Counselor This position is responsible for the interaction with campers; Implementing camp lessons and themes by performing activities and ensuring the safety, involvement, and creativity of each participant in the program.

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 13th Street
Arlington, VA 22201

YMCA Aylawn 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 16th Street, NW Ste. 720
Washington, DC 20036