

YMCA of Metropolitan Washington

1112 16th Street, NW Ste. 700 • Washington, DC 20036 • (202) 232-6700 • Fax (202) 797-4486

www.ymcawashdc.org

Mission Statement- 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.

Join the Y to build more than your resume, build a career.



Position:

Chief Development Officer

Salary Range:
based on exp.

Location:
Metro

Number of Positions:
1

Opening Date:
6/2/2006

Submit Resume to:

nharrison@ymcadc.org

Qualifications:

Master's degree, 10+ years of experience and demonstrated success in development and implementation of fundraising strategy. The ideal candidate will have extremely strong leadership, organizational, and interpersonal skills. The ability to network and build relationships is essential.

Closing Date:
Until Filled

Duties: This position is charged with providing strategic vision and corporate leadership in the area of fund development, including the creation and implementation of a strategic development plan that increases the Association's donor base and funds raised through the annual fund campaign, foundation and corporate participation, capital fundraising, and deferred gift programs. The Chief Development Officer will work closely with and positively influence the corporate and branch boards as well as lead a culture of philanthropy across the association.

Position:

Controller

Salary Range:
\$60,000- \$70,000

Location:

Opening Date:
5/30/2006

Submit Resume to:

Closing Date:
Until Filled

Metro

Number of Positions:

1

nharrison@ymcadc.org

Qualifications:

The ideal candidate has a degree in finance, business administration or a related field and 5+ years experience in senior financial management position. CPA and experience in a foundation or non-profit organization is preferred. Must have thorough knowledge of GAAP. Need the ability to collaborate with IT on financial software systems management. Strong interpersonal, communications, analytical and problem solving skills are essential.

Duties: We are looking for a hands-on, results-oriented individual to join our finance team. The Controller will manage all financial activities including design and implementation of internal controls, budgeting, and other related accounting functions. Specific duties include: 1) Audit preparation and outcome 2) Cash management 3) Oversight of payroll and GL 4) Month end close 5) Annual reporting 6) Staff supervision and development.

Position:

IT Director

Salary Range:

based on exp.

Location:

Metro

Opening Date:

5/30/2006

Closing Date:

Until Filled

Submit Resume to:

nharrison@ymcadc.org

Number of Positions:

1

Qualifications:

Duties: This is a great opportunity for the right person to build the IT function in a large and dynamic organization. Our ideal candidate will have a degree in Computer Science or a related field; 8 + years experience, including 3 managing an IT function and staff; experience with hardware, software and network design and maintenance; Technical skills and experience with AS400, MS Office, Windows XP, Domino Lotus Notes, Local and Wide Area Networks. We are looking for a leader who works with others to create results.

Position:

Graphics Artist

Salary Range:

\$50,000-\$60,000

Location:

Metro

Opening Date:

5/30/2006

Closing Date:

Until Filled

Submit Resume to:

nharrison@ymcadc.org

Number of Positions:

1

Qualifications:

5 years of experience working in an ad or PR agency, or design firm environment. The ideal candidate will possess a Bachelors Degree in Graphics, Art or Design and be creative, organized, budget-minded and passionate about their work. Must have experience in print production and demonstrated knowledge of major design software programs.

Duties: The Design and Graphics Manager will be involved with the redesign of internal communications collateral, external marketing materials, facility branding and much more.

Position:

Communications Director

Salary Range:
\$48,000-\$50,000

Location:
Metro

Number of Positions:
1

Opening Date:
5/30/2006

Submit Resume to:

nharrison@ymcadc.org

Qualifications:

We are seeking a seasoned professional with a minimum of 7 years of experience in communications, PR or a related media position. The ideal candidate will have a Bachelors Degree in Communications, Journalism or English and experience in media relations, crisis communications, publications management, event promotion and planning. Prior experience working for a broadcast media outlet, newspaper or magazine is a big plus as well as recent non-profit or "client-side" knowledge.

Closing Date:
Until Filled

Duties: This is a great opportunity for someone who shares our philosophy and wants to make a difference.

Position:

Association Director of Wellness Programming and Group Exercise

Salary Range:
\$50,000-\$65,000

Location:
Metro

Number of Positions:
1

Opening Date:
12/1/2005

Submit Resume to:

pcurran@ymcadc.org

Qualifications:

5 yrs. exp. Recognized record of teaching, Master presenter preferred

Closing Date:
Until Filled

Duties: We need an innovative results-oriented individual to join our marketing team. The Director of Communications will lead the development of internal and external communications as well as play a key role in the image and branding of the association.

Position:

Accounting Coordinator

Salary Range:
\$38,000-\$43,000

Location:
Metro

Number of Positions:
1

Opening Date:
3/13/2006

Submit Resume to:

bhorn@ymcadc.org

Qualifications:

2-3 years exp. Working with A/P, A/R, G/L and/or grants.

Closing Date:
Until Filled

Duties: The position will support the Accounting dept. by performing reconciliation of expense reports, corporate credit card payments, and other corporate payments. The incumbent will also be responsible for accurate record keeping of all contracts and grant related transactions to ensure posting, cost allocation, and compliance.

Position:

Accounts Payable Coordinator

Salary Range:

\$30,000-\$35,000

Location:

Metro

Opening Date:

5/15/2006

Closing Date:

Until Filled

Submit Resume to:

bhorn@ymcadc.org

Number of Positions:

1

Qualifications:

1 year exp. AA degree in accounting or related field

Duties: This position will support the Accounting dept. by performing vendor invoice processing, expense report processing, corporate credit card payment processing and reconciliation, internal customer and vendor research, and other duties necessary to assist the department to achieve accurate record keeping of all Accounts Payable transactions.

Position:

Front Desk Receptionist

Salary Range:

\$8.00-\$10.00 per hour

Location:

YMCA Ayrlawn

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

evandepoll@ymcadc.org

Number of Positions:

2

Qualifications:

2-3 years clerical experience. Typing wpm, computer proficient

Duties: The individual will be responsible for answering switchboard telephone, opening and closing facility. Ideal candidate will be able to organize and multi-task in a busy front office. Hours (Part-time) 3:00pm-9:00pm, Saturdays, and flexible substitute schedule.

Position:

Lead Teachers, Asst. Teachers, After School Counselors

Salary Range:

\$7.00-\$12.00 per hour

Location:

YMCA Anthony Bowen

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

reagling@ymcadc.org

Number of Positions:

0

Qualifications:

Must be least 18 yrs. of age. Must have CDA, AA, BA in early childhood education

Duties: Will be responsible for the planning, development and implementation of all classroom activities that meet the child's growth within a developmental framework.

Position:

Child Care Manager

Salary Range:

\$35,000-\$40,000

Location:

YMCA Potomac Overlook

Opening Date:

10/1/2005

Closing Date:

Until Filled

Submit Resume to:

ksitney@ymcadc.org

Number of Positions:

1

Qualifications:

4-5 yrs. related exp., supervisory exp., BA degree in ECE

Duties: Individual will be responsible for overseeing all facets of childcare programs, accreditation, staffing and budgeting.

Position:

Spanish Teacher

Salary Range:

\$7.00-\$12.00 per hour

Location:

YMCA Ayr lawn

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

evandepoll@ymcadc.org

Number of Positions:

1

Qualifications:

Experience teaching children, bi-lingual (Spanish and English)

Duties: Individual must be able to teach introductory Spanish to pre-school children (3-4 years old).

Position:

Group Leader

Salary Range:

\$10.00-\$12.00 per hour

Location:

YMCA Ayr lawn

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

evandepoll@ymcadc.org

Number of Positions:

2

Qualifications:

Must be at least 18 yrs. of age. 2-3 years experience working with children.

Duties: Individual will be responsible for the planning, development and implementation of all classroom activities that meet the child's growth within a developmental framework.

Position:

Baby Sitter

Salary Range:

\$7.50 per hour

Location:

YMCA Arlington

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

anecheles@ymcadc.org

Number of Positions:

1

Qualifications:

Must be at least 16 yrs. of age. Experience working with children.

Duties: Individual will provide care for pre-school children while parents are using the facilities.

Position:

School Age Coordinator

Salary Range:

\$12.00 per hour

Location:

YMCA Prince Georges Cty.

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

jbennett@ymcadc.org

Number of Positions:

1

Qualifications:

Must have 2 years exp. Must have good organizational skills; Must have CPR & First Aid Certs.

Duties: Individual will take leadership in implementing established social , recreational or special activity program in a safe and caring environment.

Position:

Senior Child Care Staff

Salary Range:

\$8.00-\$12.00 per hour

Location:

YMCA Ayr lawn

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

evandepoll@ymcadc.org

Number of Positions:

0

Qualifications:

Must be at least 18 yrs. of age. 2-3 years experience working with children.

Duties: Individual will be responsible for planning theme based activities for pre-school age students.

Position:

Child Care Floater

Salary Range:
\$7.00-\$10.00 per hour

Location:
YMCA Silver Spring

Number of Positions:
0

Duties: Individual will be responsible for assisting teachers in various classrooms with planning, development and implementation of all classroom activities.

Opening Date:
1/1/2006

Submit Resume to:

Ischantz@ymcadc.org

Qualifications:

Must be at least 18 yrs. of age. 1-3 years experience working with children.

Closing Date:
Until Filled

Position:

Teacher

Salary Range:
\$8.00-\$12.00

Location:
YMCA Silver Spring

Number of Positions:
0

Duties: Individual will be responsible for planning, supervising and implementing the program in accordance with the goals and policies of the YMCA.

Opening Date:
1/1/2006

Submit Resume to:

Ischantz@ymcadc.org

Qualifications:

Must be at least 20 yrs. of age. 1-3 years experience working with children, plus one year as a teach in a licensed center. 90 hours required

Closing Date:
Until Filled

Position:

Infant/Toddler Lead Teacher

Salary Range:
\$10.00-\$12.00 per hour

Location:
YMCA Esther Peterson @DOL

Number of Positions:
0

Duties: Individual will provide a quality learning environment where the social, emotional, physical and cognitive need of each child are met. Will also employ educational practices that are developmentally appropriate and consistent with the philosophy of the YMCA child care, NAEYC criteria and the Creative Curriculum.

Opening Date:
1/1/2006

Submit Resume to:

sbaitey@ymcadc.org

Qualifications:

Must have AA/BA in ECE or related field and 2 years full time preschool teaching exp.

Closing Date:
Until Filled

Position:

Infant/Toddler Assistant Teacher

Salary Range:

\$8.00-\$12.00 per hour

Location:

YMCA Esther Peterson @DOL

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

sbaitey@ymcadc.org

Number of Positions:

0

Qualifications:

Must have at least 1-6 units in CD/ECE or a CDA (or in progress) and one year exp. As a preschool teacher or at least two years full-time teaching exp.

Duties: Individual will be responsible for assisting the Lead Teacher in providing quality learning environment where the social, emotional, physical and cognitive needs of each child are met.

Position:

Membership Service Representation

Salary Range:

\$8-\$15.00

Location:

YMCA Bethesda Chevy Chase

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

tmiller@ymcadc.org

Number of Positions:

0

Qualifications:

1-3 years customer service experience

Duties: MSR's must be able to handle a variety of responsibilities for members, prospective members and guests. Applicants must work in a multi-tasking environment while doing transactions including membership sales, membership renewals, class and program registration, the provision of information by phone or in person, facility access control and data entry into the AS/400 system.

Position:

Membership Associates

Salary Range:

\$30,000 base plus incentives

Location:

YMCA Silver Spring

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

ajones@ymcadc.org

Number of Positions:

0

Qualifications:

Sales and customer service experience

Duties: This position is responsible for providing an active role in new membership sales, membership campaigns, functions, retention initiatives and service of existing members.

Position:

Membership Associates

Salary Range:

\$30,000 base plus incentives

Location:

YMCA Bethesda Chevy Chase

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

ajones@ymcadc.org

Number of Positions:

0

Qualifications:

Sales and customer service experience

Duties: This position is responsible for providing an active role in new membership sales, membership campaigns, functions, retention initiatives and service of existing members.

Position:

Membership Associates

Salary Range:

\$30,000 base plus incentives

Location:

YMCA Fairfax Cty Reston

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

ajones@ymcadc.org

Number of Positions:

0

Qualifications:

Sales and customer service experience

Duties: This position is responsible for providing an active role in new membership sales, membership campaigns, functions, retention initiatives and service of existing members.

Position:

Lifeguard

Salary Range:

\$8.00-\$10.00

Location:

YMCA Bethesda Chevy Chase

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

pmakela@ymcadc.org

Number of Positions:

0

Qualifications:

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

Duties: Primary responsibility is 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.

Position:

Lifeguard

Salary Range:

\$8.00-\$10.00

Location:

YMCA Fairfax Cty Reston

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

nogden@ymcadc.org

Number of Positions:

0

Qualifications:

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

Duties: Primary responsibility is 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.

Position:

Lifeguard

Salary Range:

\$8.00-\$10.00

Location:

YMCA Upper Montgomery Cty.

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

jbol@ymcadc.org

Number of Positions:

0

Qualifications:

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

Duties: Primary responsibility is 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.

Position:

Swim Coaches

Salary Range:

\$9.00-\$12.00

Location:

YMCA Silver Spring

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

mbasin@ymcadc.org

Number of Positions:

0

Qualifications:

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

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

Position:

Swim Instructor

Salary Range:

\$7.50-\$13.00

Location:

YMCA Fairfax Cty Reston

Opening Date:

6/9/2006

Closing Date:

Until Filled

Submit Resume to:

nogden@ymcadc.org

Number of Positions:

0

Qualifications:

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

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

Position:

Aquatic Program Coordinator

Salary Range:

\$12.00-\$15.00

Location:

YMCA Silver Spring

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

mbasin@ymcadc.org

Number of Positions:

0

Qualifications:

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

Duties: Responsibilities include recruiting, recommend and hire pool managers, lifeguards, instructors, and other dept. personnel as required. Incumbent will be responsible for establishing department schedules and orientate and train new aquatic personnel.

Position:

Head Swim Coach

Salary Range:

\$9.00-\$12.00

Location:

YMCA Upper Montgomery Cty.

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

jabol@ymcadc.org

Number of Positions:

0

Qualifications:

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

Duties: Responsible for leading and conducting swim practices, swim team activities and managing other aquatic programs.

Position:

Yoga Instructor

Salary Range:

commission

Location:

YMCA Silver Spring

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

apotter@ymcadc.org

Number of Positions:

2

Qualifications:

Current certifications

Duties: Incumbents must have prior experience and the appropriate credentials to teach Yoga to members. Various work schedules required

Position:

Yoga Instructor

Salary Range:

commission

Location:

YMCA Potomac Overlook

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

kdelmar@ymcadc.org

Number of Positions:

2

Qualifications:

Current certifications

Duties: Incumbents must have prior experience and the appropriate credentials to teach Yoga to members. Various work schedules required

Position:

Pilates Instructor

Salary Range:

commission

Location:

YMCA Silver Spring

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

apotter@ymcadc.org

Number of Positions:

2

Qualifications:

Current certifications

Duties: Incumbent must have prior experience and the appropriate credentials to teach Pilates to members. Various work schedules required.

Position:

Group Exercise Instructors

Salary Range:

\$20.00-\$35.00

Location:

YMCA Arlington

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

sgil@ymcadc.org

Number of Positions:

0

Qualifications:

Current certifications

Duties: Incumbents will be responsible for instructing step, muscle fitness, spin, Pilates, and yoga classes.

Position:

Group Exercise Instructors

Salary Range:

\$20.00-\$35.00

Location:

YMCA Upper Montgomery Cty.

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

tbillups@ymcadc.org

Number of Positions:

0

Qualifications:

Current certifications

Duties: Incumbents will be responsible for instructing step, muscle fitness, spin, Pilates, and yoga classes.

Position:

Fitness Staff

Salary Range:

\$8.20-\$11.80

Location:

YMCA Arlington

Opening Date:

1/1/2006

Closing Date:

Until Filled

Submit Resume to:

sgil@ymcadc.org

Number of Positions:

0

Qualifications:

Knowledge of fitness facility and equipment, customer service skills

Duties: Incumbent will be responsible for greeting and assisting fitness center members, provide equipment orientation, maintain cleanliness of fitness area and equipment, provide fitness assessment.

Position:

Personal Trainers

Salary Range:

commission

Location:

YMCA Arlington

Opening Date:

1/1/2006

Submit Resume to:

sgil@ymcadc.org

Closing Date:

Until Filled

Number of Positions:

0

Qualifications:

Nationally recognized certs.

Duties: Incumbents will delivery safe, individualized, top quality fitness coaching to YMCA members and participants.

Position:

Personal Trainers

Salary Range:

commission

Location:

YMCA Potomac Overlook

Opening Date:

1/1/2006

Submit Resume to:

kdelmar@ymcadc.org

Closing Date:

Until Filled

Number of Positions:

0

Qualifications:

Nationally recognized certs.

Duties: Incumbents will delivery safe, individualized, top quality fitness coaching to YMCA members and participants.

Position:

Personal Trainers

Salary Range:

commission

Location:

YMCA Upper Montgomery Cty.

Opening Date:

1/1/2006

Submit Resume to:

tbillups@ymcadc.org

Closing Date:

Until Filled

Number of Positions:

0

Qualifications:

Nationally recognized certs.

Duties: Incumbents will delivery safe, individualized, top quality fitness coaching to YMCA members and participants.

Position:

Personal Trainers

Salary Range:

commission

Location:

YMCA Fairfax Cty Reston

Opening Date:

4/17/2006

Submit Resume to:

jchung@ymcadc.org

Closing Date:

Until Filled

Number of Positions:

0

Qualifications:

Nationally recognized certs.

Duties: Incumbents will delivery safe, individualized, top quality fitness coaching to YMCA members and participants.

Position:

Camp Directors

Salary Range:

\$10.40-\$15.60

Location:

DC, MD, VA

Opening Date:

3/13/2006

Submit Resume to:

resumes@ymcawashdc.org

Closing Date:

Until Filled

Number of Positions:

0

Qualifications:

Must be at least 18 years of age with experience.

Duties: Duties include assisting Senior Program Director in the overall program development and implementation, the pre-camp orientation training for staff and supervision of all day camp staff assigned to a particular camp or segment of camp.

Position:

Sr.Camp Counselors

Salary Range:

\$8.20-\$11.80

Location:

DC, MD, VA

Opening Date:

3/13/2006

Submit Resume to:

resumes@ymcawashdc.org

Closing Date:

Until Filled

Number of Positions:

0

Qualifications:

Must be at least 18 years of age with experience.

Duties: Interact with campers, implement camp lesson plans and themes.

Position:

Camp Counselors

Salary Range:

\$7.00-\$9.75

Location:

DC, MD, VA

Opening Date:

3/13/2006

Closing Date:

Until Filled

Submit Resume to:

resumes@ymcawashdc.org

Number of Positions:

0

Qualifications:

Must be at least 17 years of age

Duties: Performs activities that ensure the safety, involvement, and creativity of each participant in the program.

Position:

Jr. Camp Counselors

Salary Range:

\$7.00-\$9.05

Location:

DC, MD, VA

Opening Date:

3/13/2006

Closing Date:

Until Filled

Submit Resume to:

resumes@ymcawashdc.org

Number of Positions:

0

Qualifications:

Must be at least 16 years of age

Duties: Performs activities that ensure the safety, involvement, and creativity of each participant in the program.