



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# METROWEST YMCA

The MetroWest YMCA is a nonprofit organization with the goal of strengthening the foundations of our community. We do this through programs that help build a healthy mind, body and spirit for all, and our programs are built around our three focus areas: Youth Development, Healthy Living, and Social Responsibility. The Y is open to all, and we pride ourselves on the diversity of our members and employees. As an employer, the Y seeks to recruit energetic professionals, encourage work-life balance, and provide opportunities for growth and development. We are looking for friendly, professional, and energetic individuals who enjoy working with people and have a desire to provide outstanding service. Equal Opportunity Employer.

## **Part Time Opportunities in Framingham**

### **Instructors – Youth Workers**

Do you love to work with youth? Do you want an exciting part-time job opportunity that will help build your resume with professional skills? Passionate, flexible and motivated individuals are needed to work in the MetroWest YMCA's Education Department in a variety of locations - Framingham, Hopkinton, Natick and Wayland.

Lead Instructors, Instructors and Assistant Instructors – also known as Youth Workers - are needed to support the Classroom Connections and School's Out programs at the MetroWest YMCA, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. Classroom Connections is an educational and care solution for children to attend on their non-school, remote-learning days. The program combines digital learning with trusted, quality care for children from kindergarten through 5th grade. The program is operated in accordance with YMCA guidelines and state licensing requirements. Children will be in small groups facilitated by staff who will help children develop study habits, strengthen social and emotional learning and 21st century skills. Children will also spend time outside learning, being active, and exploring their creativity.

#### **Daily Responsibilities:**

**Lead Instructors** - Support remote learning efforts, oversees the group, and delivers activities

**Instructors** - Manage the daily group schedule and insures the group's overall safety

**Assistant Instructors** - Help other YMCA staff with remote learning, activities, and child interactions within the group

#### **Qualifications:**

- Some high school education is required.
- Experience working with children or a strong desire to start a career in child care.
- Lead Instructors and Instructors - at least 18 years of age and one year working with school age children in a program setting.
- Assistant Instructors - at least 16 years of age.

- Availability to work part time Monday through Friday between 7:30 am - 5:30 pm. Flexible schedules and split shifts are available.
- Bilingual English/Spanish and/or English/Portuguese is a plus.
- Individuals must be able to hold First Aid and CPR certifications within 6 months of their hire date and must be committed to the mission and goals of the YMCA.

Physical Demands: Sufficient strength, agility, and mobility to perform essential functions of position and to safely supervise children's activities.  
Pay: \$12.75 - \$19.00 per hour

### **Preschool/Toddler Teacher Assistant**

Join our team of energetic, caring, and dedicated early childhood professionals in a creative supportive environment. Afternoon Preschool/Toddler Teacher Assistants needed to provide support in our NAEYC accredited Early Learning Center. Typical hours are Monday through Friday 3:00-5:30. The schedule remains flexible depending on COVID-19 guidance from EEC (Department of Early Education and Care). Preschool/toddler teacher certified preferred or the ability to become certified. Bilingual applicants encouraged to apply.  
Pay: \$12.75 - \$13.75 per hour

### **Lifeguard**

Lifeguards are needed part time, and must be 16 years or older with current YMCA or American Red Cross Lifeguard Certification, CPR for the Professional Rescuer, and First Aid. Lifeguards needed for opening and closing shifts. Includes some weekends. Bilingual applicants are encouraged to apply.

Lifeguard is responsible for maintaining safe swimming conditions in the pool, deck, and surrounding areas. Creates a safe and positive atmosphere that promotes member safety and engagement in accordance with YMCA policies and procedures. Maintains effective, positive relationships with the members, participants and other staff. Maintains active surveillance of the pool area. Is proactive in injury prevention. Knows, understands, and consistently applies safety rules, policies and guidelines for aquatic area. Maintains accurate records as required by the YMCA and/or the state Health Department code. Performs equipment checks and ensures appropriate equipment is available as needed. Checks the pool for hazardous conditions when arriving and during shift. Cleans pool deck area when not guarding, as required, and takes appropriate action. Requires ability and desire to interact with and provide service to people of all ethnic backgrounds, ages, and lifestyles.  
Pay \$12.75 – 14.00/hour

### **Member Services**

The MetroWest YMCA needs part time Member Service Welcome Desk staff to help handle the day-to-day operations of the membership desk. This position will involve evening and weekend responsibilities. Applicants should have prior customer service experience. Bilingual applicants are encouraged to apply. CPR/First Aid certification required.

The Member Service Representative will be responsible for providing frontline member service to members and guests by contributing to a welcoming, supportive environment.

The Member Service Representative will be responsible for facilitating communication to and between members, guests and staff. Responsible for monitoring facility access and security, and for maintaining the integrity and organization of the Member Service Center. Additional responsibilities include membership and program sales and management of incoming phone calls.

Past customer sales experience preferred. Working knowledge of computers and experience with a variety of software applications. Ability to learn proprietary software to enter or edit member information, take photo IDs, and scan member cards. Ability and desire to interact with and provide service to people of all ethnic backgrounds, ages, and lifestyles. Pay \$12.75 – 14.00/hour

### **Facilities Cleaner**

The MetroWest YMCA needs a part time Cleaner on Saturdays from 8:00am – Noon. Duties include light vacuuming, windows, sweeping and general cleaning. Pay \$12.75/hour

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Free MetroWest YMCA membership is a benefit for all of the above job opportunities.

Apply for the job you want at [www.metrowestymca.org](http://www.metrowestymca.org) and click on the “Now Hiring” tab

280 Old Connecticut Path, Framingham, MA 01701

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