



YMCA of Reading and Berks County

Volunteer Posting

Title: **Intern**

Req #: 15-914

Location: Fleetwood, PA

Status: Flexible

POSITION SUMMARY:

Under the supervision of the Branch Executive Director, staff person attends to all operations, programs, and administrations pertaining to or directly related to Aquatics, Fitness, and Youth Sports in addition to assisting the Associate Executive Director with the overall operations of the Branch.

ESSENTIAL FUNCTIONS:

- Learn the management of YMCA office/front desk area (Fall/Winter/Spring), Fleetwood Borough Pool (Summer), Summer Adventure Camp (Summer), and Summer Playground (Summer).
- Coordinate hours and needs of Branch with Associate Executive Director.
- Design and implement marketing strategies for programs.
- Assist with the development of youth programs, fall/winter swim lessons, special events, and fundraising.
- Assist the Associate Executive Director in the overseeing of facility needs, facility calendar, and facility staff.
- Assist with Branch Fundraisers/Special Events as designated by the Associate Executive Director.
- Participate in Branch Committee and Association Committee meetings.
- Have an awareness of current and future program trends.
- Assist Associate Executive Director in Branch Operations where necessary.
- Have knowledge of all YMCA programs and ability to adequately interpret the YMCA and its mission to communities served.

QUALIFICATIONS:

- Criminal History & Child Abuse Checks
- Administrative & Supervisory Skills
- Display Marketing & Social Skills
- Three Hours of Risk Management Training
- Learn how to manage facilities, equipment, programs, personnel, & schedules
- Understand the relationship of the Branch to the Association and the Association's relationship to National and the worldwide movement of the YMCA.

To apply for this position, please send your contact information to: careers@ymca-berkscounty.org and indicate the job title AND Req # of the position in the subject line of the email.

For more information about the Reading and Berks County YMCA please visit our website!

www.ymca-berkscounty.org

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