

# WELCOME TO THE FAMILY!

The YMCA of Greater Erie is a volunteer-founded, volunteer-led organization. Our cause is to strengthen communities, committed every day to youth development, healthy living and social responsibility. Y volunteers contribute thousands of hours each year helping our community to learn, grow and thrive.

When you volunteer at the Y, you take an active role in creating significant change right in your own neighborhood. Whether you want to help people improve their overall health, support children and youth as they grow into adults, create a welcoming environment, or simply make a difference in someone's life, the Y has a wide variety of volunteer opportunities to match your passion, skills and schedule, including coaching youth sports, participating on boards and committees, and coordinating special events.

Volunteering is more than just sharing your time and passion, it's about the satisfaction of knowing you are helping people become stronger, giving back to your community and gaining valuable work experience that will enhance your career opportunities.

## **Here are just a few of the many benefits you can receive from volunteering:**

- New skills, increased confidence and enhanced leadership skills
- Fulfillment from knowing you are making a difference in your community
- Valuable work experience
- New friends from all walks of life
- Being a part of an organization with a history of giving back to its community
- Completing community service hour requirements

There is no other volunteer organization quite like the Y. That's because in 10,000 neighborhoods across the nation, we have the presence and partnerships to not just promise, but to deliver, lasting personal and social change. Each of our volunteers helps move people and communities forward, delivering the benefits of good health, strong connections, greater self-confidence and a sense of security to all who seek it.

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# LIST OF VOLUNTEER OPPORTUNITIES

## LIST OF VOLUNTEER OPPORTUNITIES

VOLUNTEER OPPORTUNITIES	LOCATIONS	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
Swim Lesson Assistant	Glenwood	Aquatics	Ongoing	1-12 Hours a Week for 8 Week Session	20
Aquatics Area Deck Coordinator	Downtown Eastside Glenwood	Aquatics	Ongoing	1-12 Hours a Week for 8 Week Session	20
Swim Team Assistant	County Eastside	Aquatics	Winter	2-3 Hours a Week	20
Nutrition Dietary Assistant	County Downtown Eastside Glenwood	Health & Wellness	Ongoing	5-20 Hours a Week	21
Health Educator	Glenwood	Health & Wellness	Ongoing	5-10 Hours a Week	21
A.C.T. Program Instructor	Eastside	Health & Wellness	Ongoing	2-3 Hours a Week	21
Fitness/Specialty Class Instructor	Camp Sherwin County Downtown Eastside Glenwood	Health & Wellness	Ongoing	2-3 Hours a Week	22
Youth Sports Coach	County Eastside Glenwood	Sports	Ongoing	2-3 Hours a Week for 8 Week Session	22
Youth Sports Referee	County Eastside Glenwood	Sports	Ongoing	2-5 Hours a Week	23
Sport Camp Counselor	Eastside Glenwood	Sports	Summer	5-20 Hours a Week	23
Youth/Adult Sports Director	Camp Sherwin Downtown	Sports	April-December	5 Hours a Week	23
Special Event Worker	Camp Sherwin County Downtown Eastside Glenwood	Special Event	Ongoing	As Needed	24
Photographer	Glenwood	Special Event	Ongoing	As Needed	24
Videographer	Glenwood	Special Event	Ongoing	As Needed	24
Big Brothers Big Sisters	County Downtown Eastside Glenwood	Youth/Family	Ongoing	1-2 Hours a Week	25
Child Care/Child Watch Story Reader	County Eastside Glenwood	Youth/Family	Ongoing	1-2 Hours a Week	25

## LIST OF VOLUNTEER OPPORTUNITIES

VOLUNTEER OPPORTUNITIES	LOCATIONS	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
Child Watch Attendant	County Glenwood	Youth/Family	Ongoing	As Available	26
Youth Program Assistant	Eastside Glenwood	Youth/Family	Ongoing	1-2 Hours a Week for 8 Week Session	26
Teen Center Mentor	Downtown Glenwood	Youth/Family	Ongoing	4-8 Hours a Week	26
Monday Mentors	Downtown	Youth/Family	Ongoing	1-2 Hours a Week	27
Tuesday Tutors	Eastside	Youth/Family	Ongoing	1-2 Hours a Week	27
YMCA Kids Club Assistant	YMCA Kids Club	Youth/Family	Ongoing	As Available	27
Play and Learn	Eastside	Youth/Family	Ongoing	4-8 Hours a Week	28
Activities Coordinator for Older Adults	County Downtown Eastside Glenwood	Adult	Ongoing	2-3 Hours a Week	28
Special Interest Coordinator	County Downtown Eastside Glenwood	Adult	Ongoing	2-4 Hours a Month	29
Birthday Party Assistant	Glenwood	Administrative Support	Ongoing	2-4 Hours a Week	29
Membership Greeter	County Downtown Eastside Glenwood	Administrative Support	Ongoing	2-4 Hours a Week	30
Wellness Center Greeter	Eastside Glenwood	Administrative Support	Ongoing	2-4 Hours a Week	30
Clerical Assistant	Camp Sherwin County Downtown Eastside Glenwood	Administrative Support	Ongoing	2-4 Hours a Week	31
Marketing Coordinator	Camp Sherwin	Administrative Support	April-December	As Available	31
Special Needs Coordinator	Eastside	Administrative Support	Ongoing	2-4 Hours a Week	31
Grounds Keeping	Camp Sherwin County Downtown Eastside Glenwood	Administrative Support	Ongoing	As Available	32
Host Camper	Camp Sherwin	Administrative Support	Summer	20-40 Hours a Week	32

## LIST OF VOLUNTEER OPPORTUNITIES

VOLUNTEER OPPORTUNITIES	LOCATIONS	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
We Build People Campaign Volunteer	County Corporate Downtown Eastside Glenwood	Fundraising	Ongoing	1-4 Hours a Week or As Available	33
Branch Advisory Committee Member	County Downtown Eastside Glenwood	Policy	Ongoing	2-4 Hours a Month	34
Internship/ Field Study	Camp Sherwin Corporate County Downtown Eastside Glenwood	Internship/ Field Study	Ongoing	5-40 Hours a Week	35

# **VOLUNTEER OPPORTUNITIES BY BRANCH**

# COUNTY BRANCH

## VOLUNTEER OPPORTUNITIES BY BRANCH

VOLUNTEER OPPORTUNITIES	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
Swim Team Assistant	Aquatics	Winter	2-3 Hours a Week	20
Nutrition Dietary Assistant	Health & Wellness	Ongoing	5-20 Hours a Week	21
Fitness/Specialty Class Instructor	Health & Wellness	Ongoing	2-3 Hours a Week	22
Youth Sports Coach	Sports	Ongoing	2-3 Hours a Week for 8 Week Session	22
Youth Sports Referee	Sports	Ongoing	2-5 Hours a Week	23
Special Event Worker	Special Event	Ongoing	As Needed	24
Big Brothers Big Sisters	Youth/Family	Ongoing	1-2 Hours a Week	25
Child Care/Child Watch Story Reader	Youth/Family	Ongoing	1-2 Hours a Week	25
Child Watch Attendant	Youth/Family	Ongoing	As Available	26
Activities Coordinator for Older Adults	Adult	Ongoing	2-3 Hours a Week	28
Special Interest Coordinator	Adult	Ongoing	2-4 Hours a Month	29
Membership Greeter	Administrative Support	Ongoing	2-4 Hours a Week	30
Clerical Assistant	Administrative Support	Ongoing	2-4 Hours a Week	31
Grounds Keeping	Administrative Support	Ongoing	As Available	32
We Build People Campaign Volunteer	Fundraising	Ongoing	1-4 Hours a Week or As Available	33
Branch Advisory Committee Member	Policy	Ongoing	2-4 Hours a Month	34
Internship/Field Study	Internship/Field Study	Ongoing	5-40 Hours a Week	35



# DOWNTOWN BRANCH

## VOLUNTEER OPPORTUNITIES BY BRANCH

VOLUNTEER OPPORTUNITIES	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
Aquatics Area Deck Coordinator	Aquatics	Ongoing	1-12 Hours a Week for 8 Week Session	20
Nutrition Dietary Assistant	Health & Wellness	Ongoing	5-20 Hours a Week	21
Fitness/Specialty Class Instructor	Health & Wellness	Ongoing	2-3 Hours a Week	22
Youth/Adult Sports Director	Sports	April-December	5 Hours a Week	23
Special Event Worker	Special Event	Ongoing	As Needed	24
Big Brothers Big Sisters	Youth/Family	Ongoing	1-2 Hours a Week	25
Teen Center Mentor	Youth/Family	Ongoing	4-8 Hours a Week	26
Monday Mentors	Youth/Family	Ongoing	1-2 Hours a Week	27
Activities Coordinator for Older Adults	Adult	Ongoing	2-3 Hours a Week	28
Special Interest Coordinator	Adult	Ongoing	2-4 Hours a Month	29
Membership Greeter	Administrative Support	Ongoing	2-4 Hours a Week	30
Clerical Assistant	Administrative Support	Ongoing	2-4 Hours a Week	31
We Build People Campaign Volunteer	Fundraising	Ongoing	1-4 Hours a Week or As Available	33
Branch Advisory Committee Member	Policy	Ongoing	2-4 Hours a Month	34
Internship/Field Study	Internship/Field Study	Ongoing	5-40 Hours a Week	35

# EASTSIDE FAMILY BRANCH

## VOLUNTEER OPPORTUNITIES BY BRANCH

VOLUNTEER OPPORTUNITIES	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
Swim Team Assistant	Aquatics	Winter	2-3 Hours a Week	20
Aquatics Area Deck Coordinator	Aquatics	Ongoing	1-12 Hours a Week for 8 Week Session	20
Nutrition Dietary Assistant	Health & Wellness	Ongoing	5-20 Hours a Week	21
A.C.T. Program Instructor	Health & Wellness	Ongoing	2-3 Hours a Week	21
Fitness/Specialty Class Instructor	Health & Wellness	Ongoing	2-3 Hours a Week	22
Youth Sports Coach	Sports	Ongoing	2-3 Hours a Week for 8 Week Session	22
Youth Sports Referee	Sports	Ongoing	2-5 Hours a Week	23
Sport Camp Counselor	Sports	Summer	5-20 Hours a Week	23
Special Event Worker	Special Event	Ongoing	As Needed	24
Big Brothers Big Sisters	Youth/Family	Ongoing	1-2 Hours a Week	25
Child Care/Child Watch Story Reader	Youth/Family	Ongoing	1-2 Hours a Week	25
Youth Program Assistant	Youth/Family	Ongoing	1-2 Hours a Week for 8 Week Session	26
Tuesday Tutors	Youth/Family	Ongoing	1-2 Hours a Week	27
Play and Learn	Youth/Family	Ongoing	4-8 Hours a Week	28
Activities Coordinator for Older Adults	Adult	Ongoing	2-3 Hours a Week	28
Special Interest Coordinator	Adult	Ongoing	2-4 Hours a Month	29
Membership Greeter	Administrative Support	Ongoing	2-4 Hours a Week	30
Wellness Center Greeter	Administrative Support	Ongoing	2-4 Hours a Week	30
Clerical Assistant	Administrative Support	Ongoing	2-4 Hours a Week	31
Special Needs Coordinator	Administrative Support	Ongoing	2-4 Hours a Week	31
Grounds Keeping	Administrative Support	Ongoing	As Available	32
We Build People Campaign Volunteer	Fundraising	Ongoing	1-4 Hours a Week or As Available	33
Branch Advisory Committee Member	Policy	Ongoing	2-4 Hours a Month	34
Internship/Field Study	Internship/Field Study	Ongoing	5-40 Hours a Week	35

# GLENWOOD PARK BRANCH

## VOLUNTEER OPPORTUNITIES BY BRANCH

VOLUNTEER OPPORTUNITIES	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
Swim Lesson Assistant	Aquatics	Ongoing	1-12 Hours a Week for 8 Week Session	20
Aquatics Area Deck Coordinator	Aquatics	Ongoing	1-12 Hours a Week for 8 Week Session	20
Nutrition Dietary Assistant	Health & Wellness	Ongoing	5-20 Hours a Week	21
Health Educator	Health & Wellness	Ongoing	5-10 Hours a Week	21
Fitness/Specialty Class Instructor	Health & Wellness	Ongoing	2-3 Hours a Week	22
Youth Sports Coach	Sports	Ongoing	2-3 Hours a Week for 8 Week Session	22
Youth Sports Referee	Sports	Ongoing	2-5 Hours a Week	23
Sport Camp Counselor	Sports	Summer	5-20 Hours a Week	23
Special Event Worker	Special Event	Ongoing	As Needed	24
Photographer	Special Event	Ongoing	As Needed	24
Videographer	Special Event	Ongoing	As Needed	24
Big Brothers Big Sisters	Youth/Family	Ongoing	1-2 Hours a Week	25
Child Care/Child Watch Story Reader	Youth/Family	Ongoing	1-2 Hours a Week	25
Child Watch Attendant	Youth/Family	Ongoing	As Available	26
Teen Center Mentor	Youth/Family	Ongoing	4-8 Hours a Week	26
Youth Program Assistant	Youth/Family	Ongoing	1-2 Hours a Week for 8 Week Session	26
Activities Coordinator for Older Adults	Adult	Ongoing	2-3 Hours a Week	28
Special Interest Coordinator	Adult	Ongoing	2-4 Hours a Month	29
Birthday Party Assistant	Administrative Support	Ongoing	2-4 Hours a Week	29
Membership Greeter	Administrative Support	Ongoing	2-4 Hours a Week	30
Wellness Center Greeter	Administrative Support	Ongoing	2-4 Hours a Week	30
Clerical Assistant	Administrative Support	Ongoing	2-4 Hours a Week	31
Grounds Keeping	Administrative Support	Ongoing	As Available	31
We Build People Campaign Volunteer	Fundraising	Ongoing	1-4 Hours a Week or As Available	33
Branch Advisory Committee Member	Policy	Ongoing	2-4 Hours a Month	34
Internship/Field Study	Internship/Field Study	Ongoing	5-40 Hours a Week	35

# YMCA KIDS CLUB

## VOLUNTEER OPPORTUNITIES BY BRANCH

VOLUNTEER OPPORTUNITIES	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
YMCA Kids Club Assistant	Youth/Family	Ongoing	As Available	27

# CAMP SHERWIN

## VOLUNTEER OPPORTUNITIES BY BRANCH

VOLUNTEER OPPORTUNITIES	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
Fitness/Specialty Class Instructor	Health & Wellness	April-December	2-3 Hours a Week	22
Youth/Adult Sports Director	Sports	April-December	5 Hours a Week	23
Special Event Worker	Special Event	April-December	As Needed	24
Clerical Assistant	Administrative Support	April-December	2-4 Hours a Week	31
Marketing Coordinator	Administrative Support	April-December	As Available	31
Grounds Keeper	Administrative Support	April-December	As Available	32
Host Camper	Administrative Support	Summer	20-40 Hours a Week	32
Internship/Field Study	Internship/Field Study	Ongoing	5-40 Hours a Week	35

# **VOLUNTEER OPPORTUNITIES BY INTEREST**

# AQUATICS

## VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Swim Lesson Assistant	Glenwood	Ongoing	1-12 Hours a Week for 8 Week Session	20
Aquatics Area Deck Coordinator	Downtown Eastside Glenwood	Ongoing	1-12 Hours a Week for 8 Week Session	20
Swim Team Assistant	County Eastside	Winter	2-3 Hours a Week	20

# HEALTH & WELLNESS

## VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Nutrition Dietary Assistant	County Downtown Eastside Glenwood	Ongoing	5-20 Hours a Week	21
Health Educator	Glenwood	Ongoing	5-10 Hours a Week	21
A.C.T. Program Instructor	Eastside	Ongoing	2-3 Hours a Week	21
Fitness/Specialty Class Instructor	Camp Sherwin County Downtown Eastside Glenwood	Ongoing	2-3 Hours a Week	22

# YOUTH & ADULT SPORTS

## VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Youth Sports Coach	County Eastside Glenwood	Ongoing	2-3 Hours a Week for 8 Week Session	22
Youth Sports Referee	County Eastside Glenwood	Ongoing	2-5 Hours a Week	23
Sport Camp Counselor	Eastside Glenwood	Summer	5-20 Hours a Week	23
Youth/Adult Sports Director	Camp Sherwin Downtown	April-December	5 Hours a Week	23

# SPECIAL EVENTS

## VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Special Event Worker	Camp Sherwin County Downtown Eastside Glenwood	Ongoing	As Needed	24
Photographer	Glenwood	Ongoing	As Needed	24
Videographer	Glenwood	Ongoing	As Needed	24

# YOUTH/FAMILY

## VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Child Care/Child Watch Story Reader	County Eastside Glenwood	Ongoing	1-2 Hours a Week	25
Big Brothers Big Sisters	County Downtown Eastside Glenwood	Ongoing	1-2 Hours a Week	25
Child Watch Attendant	County Glenwood	Ongoing	As Available	26
Youth Program Assistant	Eastside Glenwood	Ongoing	1-2 Hours a Week for 8 Week Session	26
Teen Center Mentor	Downtown Glenwood	Ongoing	4-8 Hours a Week	26
Monday Mentors	Downtown	Ongoing	1-2 Hours a Week	27
Tuesday Tutors	Eastside	Ongoing	1-2 Hours a Week	27
YMCA Kids Club Assistant	YMCA Kids Club	Ongoing	As Available	27
Play and Learn	Eastside	Ongoing	4-8 Hours a Week	28

# ADULT

## VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Activities Coordinator for Older Adults	County Downtown Eastside Glenwood	Ongoing	2-3 Hours a Week	28
Special Interest Coordinator	County Downtown Eastside Glenwood	Ongoing	2-4 Hours a Month	29



# ADMINISTRATIVE SUPPORT

## VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Membership Greeter	County Downtown Eastside Glenwood	Ongoing	2-4 Hours a Week	30
Wellness Center Greeter	Eastside Glenwood	Ongoing	2-4 Hours a Week	30
Clerical Assistant	Camp Sherwin County Downtown Eastside Glenwood	Ongoing	2-4 Hours a Week	31
Marketing Coordinator	Camp Sherwin	April-December	As Available	31
Special Needs Coordinator	Eastside	Ongoing	2-4 Hours a Week	31
Grounds Keeping	Camp Sherwin County Downtown Eastside Glenwood	Ongoing	As Available	32
Host Camper	Camp Sherwin	Summer	20-40 Hours a Week	32

# FUNDRAISING

## VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
We Build People Campaign Volunteer	County Corporate Downtown Eastside Glenwood	Ongoing	1-4 Hours a Week or As Available	33

# POLICY

## VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Branch Advisory Committee Member	County Downtown Eastside Glenwood	Ongoing	2-4 Hours a Month	34

# INTERNSHIP/FIELD STUDIES

## VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Internship/ Field Study	Camp Sherwin Corporate County Downtown Eastside Glenwood	Ongoing	5-40 Hours a Week	35

# **VOLUNTEER OPPORTUNITIES BY POSITION DESCRIPTION**

# POSITION DESCRIPTIONS

## SWIM LESSON ASSISTANT

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist certified instructors with teaching swim lessons.

**SKILLS & REQUIREMENTS** .... Be knowledgeable in areas of aquatics and be able to work well with children and adults.

**TIME COMMITMENT** ..... Flexible; 1-12 Hours a Week for 8 Week Session

**LOCATION(S)** ..... Glenwood

**PROGRAM CATEGORY** ..... Aquatics

**CONTACT INFORMATION**..... Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

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## AQUATICS AREA DECK COORDINATOR

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist lifeguards in rule enforcement, organization of patrons during lessons, and distribute information (handouts) to parents.

**SKILLS & REQUIREMENTS** .... Be knowledgeable in all areas of aquatics and be able to work well with children and adults.

**TIME COMMITMENT** ..... Flexible; 1-12 Hours a Week for 8 Week Session

**LOCATION(S)** ..... Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Aquatics

**CONTACT INFORMATION**..... Downtown: Community Involvement and Member Engagement Coordinator  
Victoria Stilson at 814-452-3261, ext. 240 or [vstilson@ymcaerie.org](mailto:vstilson@ymcaerie.org)

Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)

Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

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## SWIM TEAM ASSISTANT

**SEASON** ..... Winter

**DESCRIPTION** ..... Assist coaching staff during practices and meets throughout the swim season.

**SKILLS & REQUIREMENTS** .... Be knowledgeable in various swimming events and how to operate basic timing systems.

**TIME COMMITMENT** ..... 2-3 Hours a Week

**LOCATION(S)** ..... County, Eastside

**PROGRAM CATEGORY** ..... Aquatics

**CONTACT INFORMATION**..... County: Program Director  
Kelly Gheres at 814-734-5700, ext. 33 or [kgheres@ymcaerie.org](mailto:kgheres@ymcaerie.org)

Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)

## HEALTH EDUCATOR

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Instruct safety and preventative health education courses.

**SKILLS & REQUIREMENTS** .... Have a Public Health degree or related field of expertise  
Be CPR certified

**TIME COMMITMENT** ..... 5-10 Hours a Week

**LOCATION(S)** ..... Glenwood

**PROGRAM CATEGORY** ..... Health & Wellness

**CONTACT INFORMATION**..... Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org

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## A.C.T. PROGRAM COORDINATOR

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Instruct exercise classes for individuals who are in or recovering from cancer treatment in conjunction with an ongoing program.

**SKILLS & REQUIREMENTS** .... Must have completed training in Group Exercise and Healthy Lifestyle Principles  
Have an understanding of the Y's and A.C.T.'s vision and mission

**TIME COMMITMENT** ..... 2-3 Hours a Week

**LOCATION(S)** ..... Eastside

**PROGRAM CATEGORY** ..... Health & Wellness

**CONTACT INFORMATION**..... Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org

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## NUTRITION DIETARY ASSISTANT

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Instruct special educational programs discussing healthy food choices. Meet face-to-face with members to discuss healthy food selections. Assist with Highmark classes.

**SKILLS & REQUIREMENTS** .... Must be a licensed dietician or have a nutrition degree

**TIME COMMITMENT** ..... 5-20 Hours a Week

**LOCATION(S)** ..... County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Health & Wellness

**CONTACT INFORMATION**..... County: Program Director  
Kelly Gheres at 814-734-5700, ext. 33 or kgheres@ymcaerie.org

Downtown: Community Involvement and Member Engagement Coordinator  
Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org

Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org

Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org

# POSITION DESCRIPTIONS

## FITNESS/SPECIALTY CLASS INSTRUCTOR

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Instruct a class (fitness or other) outside the YMCA's current group class schedule.  
\*Instruct lessons in dance or music to various child care groups.

**SKILLS & REQUIREMENTS** .... Have specialty training in specific area  
\*Have clearances if it's a reoccurring class or lesson

**TIME COMMITMENT** ..... 2-3 Hours a Week

**LOCATION(S)** ..... Camp Sherwin, County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Health & Wellness

**CONTACT INFORMATION**.....

- Camp Sherwin: Program Director  
Tammy Crawford at 814-392-2374 or [tcrawford@ymcaerie.org](mailto:tcrawford@ymcaerie.org)
- County: Program Director  
Kelly Gheres at 814-734-5700 Ext 33 or [kgheres@ymcaerie.org](mailto:kgheres@ymcaerie.org)
- Downtown: Community Involvement and Member Engagement Coordinator  
Victoria Stilson at 814-452-3261, ext. 240 or [vstilson@ymcaerie.org](mailto:vstilson@ymcaerie.org)
- Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)
- Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

## YOUTH SPORTS COACH

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Coach and facilitate practices and games while providing a safe environment for youth to learn, grow, and develop through various sports. Attend coaches' meetings and related functions. Contact all team members and inform them of practice times and dates as well as pass out materials to parents when necessary.

**SPORTS INCLUDE** ..... Soccer, Basketball, Floor Hockey, Kickball, Flag Football, and T-Ball  
(All listed sports are not offered at every branch)

**SKILLS & REQUIREMENTS** .... Have previous experience working with youth in a team setting, experience playing on an organized team sport, strong desire and patience to work with youth and teens. Be reliable and available for parents.

**TIME COMMITMENT** ..... 2-3 Hours a Week for 8 Week Session

**LOCATION(S)** ..... County, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Sports

**CONTACT INFORMATION**.....

- County: Program Director  
Kelly Gheres at 814-734-5700, ext. 33 or [kgheres@ymcaerie.org](mailto:kgheres@ymcaerie.org)
- Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)
- Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

## YOUTH SPORTS REFEREE

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Monitor and officiate youth sports.

**SPORTS INCLUDE** ..... Soccer, Basketball, Floor Hockey, Kickball, Flag Football, and T-Ball  
(All listed sports are not offered at every branch)

**SKILLS & REQUIREMENTS** .... Be knowledgeable in the area of sports. Be able to work well with youth and teens.  
Be confident in making "calls".

**TIME COMMITMENT** ..... 2-5 Hours a Week

**LOCATION(S)** ..... County, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Sports

**CONTACT INFORMATION**..... County: Program Director  
Kelly Gheres at 814-734-5700, ext. 33 or kgheres@ymcaerie.org

Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org

Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org

## SPORT CAMP COUNSELOR

**SEASON** ..... Summer

**DESCRIPTION** ..... Assist Camp Director with implementing camp activities. Sports camps include soccer, football, and baseball.

**SKILLS & REQUIREMENTS** .... Be knowledgeable in the area of sports. Be able to work well with youth and teens.

**TIME COMMITMENT** ..... 5-20 Hours a Week

**LOCATION(S)** ..... Eastside, Glenwood

**PROGRAM CATEGORY** ..... Sports

**CONTACT INFORMATION**..... Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org

Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org

## YOUTH/ADULT SPORTS DIRECTOR

**SEASON** ..... April-December

**DESCRIPTION** ..... Plan, organize, and implement youth and adult sports leagues.

**SKILLS & REQUIREMENTS** .... Be knowledgeable in the area of sports.  
Be able to work well with youth, teens, and adults.

**TIME COMMITMENT** ..... 5 Hours a Week

**LOCATION(S)** ..... Camp Sherwin, Downtown

**PROGRAM CATEGORY** ..... Sports

**CONTACT INFORMATION**..... Camp Sherwin: Program Director  
Tammy Crawford at 814-392-2374 or tcrawford@ymcaerie.org

Downtown: Community Involvement and Member Engagement Coordinator  
Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org

# POSITION DESCRIPTIONS

## SPECIAL EVENT WORKER

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist in the organization and implementation of special events.

**SKILLS & REQUIREMENTS** .... Requirements vary by event

**TIME COMMITMENT** ..... As Needed

**LOCATION(S)** ..... Camp Sherwin, County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Special Event

**CONTACT INFORMATION**..... Camp Sherwin: Program Director  
Tammy Crawford at 814-392-2374 or [tcrawford@ymcaerie.org](mailto:tcrawford@ymcaerie.org)

County: Program Director  
Kelly Gheres at 814-734-5700, ext. 33 or [kgheres@ymcaerie.org](mailto:kgheres@ymcaerie.org)

Downtown: Community Involvement and Member Engagement Coordinator  
Victoria Stilson at 814-452-3261, ext. 240 or [vstilson@ymcaerie.org](mailto:vstilson@ymcaerie.org)

Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)

Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

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## PHOTOGRAPHER

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Shoot digital pictures at special events and activities

**SKILLS & REQUIREMENTS** .... Knowledge of digital cameras and photography

**TIME COMMITMENT** ..... As Needed

**LOCATION(S)** ..... Glenwood

**PROGRAM CATEGORY** ..... Special Event

**CONTACT INFORMATION**..... Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

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## VIDEOGRAPHER

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Shoot video at special events and activities

**SKILLS & REQUIREMENTS** .... Knowledge of video equipment

**TIME COMMITMENT** ..... As Needed

**LOCATION(S)** ..... Glenwood

**PROGRAM CATEGORY** ..... Special Event

**CONTACT INFORMATION**..... Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)



## BIG BROTHERS BIG SISTERS

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Upon receiving the proper training from Big Brothers Big Sisters, provide one on one time with children in our childcare assisting them with different programs and activities.

**SKILLS & REQUIREMENTS** .... Be creative, patient and reliable.  
Be able to work well with youth and teens.  
Be a positive role model  
Clearances

**TIME COMMITMENT** ..... 1-2 Hours a Week

**LOCATION(S)** ..... County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Youth/Family

**CONTACT INFORMATION**..... County: Program Director  
*Kelly Gheres at 814-734-5700, ext. 33 or kgheres@ymcaerie.org*

Downtown: Community Involvement and Member Engagement Coordinator  
*Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org*

Eastside: Community Involvement Coordinator  
*Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org*

Glenwood: Program Director  
*Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org*

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## CHILD CARE/CHILD WATCH STORY READER

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Read stories to youth members in child care or Child Watch.

**SKILLS & REQUIREMENTS** .... Be creative, patient, and reliable  
Clearances (If a reoccurring program/volunteer)

**TIME COMMITMENT** ..... 1-2 Hours a Week

**LOCATION(S)** ..... County, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Youth/Family

**CONTACT INFORMATION**..... County: Program Director  
*Kelly Gheres at 814-734-5700, ext. 33 or kgheres@ymcaerie.org*

Eastside: Community Involvement Coordinator  
*Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org*

Glenwood: Program Director  
*Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org*

# POSITION DESCRIPTIONS

## CHILD WATCH ATTENDANT

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Provide youth members with a fun, safe environment to enjoy while parents engage in other wellness activities.

**SKILLS & REQUIREMENTS** .... Be reliable and be able to work well with youth  
Clearances

**TIME COMMITMENT** ..... As Available

**LOCATION(S)** ..... County, Glenwood

**PROGRAM CATEGORY** ..... Youth/Family

**CONTACT INFORMATION**..... County: Program Director  
Kelly Gheres at 814-734-5700, ext. 33 or [kgheres@ymcaerie.org](mailto:kgheres@ymcaerie.org)

Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

## TEEN CENTER MENTOR

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist Teen Center Director with the organization and implementation of programs at a branch’s Teen Center or Fun & Fit.

**SKILLS & REQUIREMENTS** .... Understand the Y’s vision and mission  
Be a positive role model  
Be able to work well with youth and teens  
Clearances

**TIME COMMITMENT** ..... 4-8 Hours a Week

**LOCATION(S)** ..... Downtown, Glenwood

**PROGRAM CATEGORY** ..... Youth/Family

**CONTACT INFORMATION**..... Downtown: Community Involvement and Member Engagement Coordinator  
Victoria Stilson at 814-452-3261, ext. 240 or [vstilson@ymcaerie.org](mailto:vstilson@ymcaerie.org)

Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

## YOUTH PROGRAM ASSISTANT

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist with youth programs including; Art, Gym & Swim, Mighty Mites, and Tumbling

**SKILLS & REQUIREMENTS** .... Possess basic knowledge of sports and activities and work well with youth  
Clearances

**TIME COMMITMENT** ..... 1-2 Hours a Week for 8 Week Session

**LOCATION(S)** ..... Eastside, Glenwood

**PROGRAM CATEGORY** ..... Youth/Family

**CONTACT INFORMATION**..... Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)

Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

## MONDAY MENTORS

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist Preschool and Pre-K Classrooms in their everyday lesson plans including arts and crafts, gross motor time and academics.

**SKILLS & REQUIREMENTS** .... Understand the Y's vision and mission  
Be a positive role model  
Be able to work well with youth  
Clearances

**TIME COMMITMENT** ..... 1-2 Hours a Week

**LOCATION(S)** ..... Downtown

**PROGRAM CATEGORY** ..... Youth/Family

**CONTACT INFORMATION**..... Downtown: Community Involvement and Member Engagement Coordinator  
*Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org*

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## TUESDAY TUTORS

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist Preschool and Pre-K Classrooms in their everyday lesson plans including arts and crafts, gross motor time and academics.

**SKILLS & REQUIREMENTS** .... Understand the Y's vision and mission  
Be a positive role model  
Be able to work well with youth  
Clearances

**TIME COMMITMENT** ..... 1-2 Hours a Week

**LOCATIONS**..... Eastside

**PROGRAM CATEGORY** ..... Youth/Family

**CONTACT INFORMATION**..... Eastside: Community Involvement Coordinator  
*Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org*

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## YMCA KIDS CLUB ASSISTANT

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist YMCA Kids Club staff with planning, organizing, and implementing programs and activities for youth.

**SKILLS & REQUIREMENTS** .... Be able to work well with youth and teens

**TIME COMMITMENT** ..... As Available

**LOCATION(S)** ..... YMCA Kids Club

**PROGRAM CATEGORY** ..... Youth/Family

**CONTACT INFORMATION**..... YMCA Kids Club: Recreation Director  
*Cherie Kinem at 814-882-3156*

# POSITION DESCRIPTIONS

## PLAY AND LEARN

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist and engage children with interactive and educational early learning readiness activities.

**SKILLS & REQUIREMENTS** .... Understand the Y’s vision and mission  
Be a positive role model  
Be able to work well with youth  
Clearances

**TIME COMMITMENT** ..... 4-8 Hours a Week

**LOCATIONS**..... Eastside

**PROGRAM CATEGORY** ..... Youth/Family

**CONTACT INFORMATION**..... Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)

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## ACTIVITIES COORDINATOR FOR OLDER ADULTS

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Organize and implement programs and activities for the YMCA’s Older Adult population. Programs and activities may vary from simple to extravagant.

**SKILLS & REQUIREMENTS** .... Be an Active YMCA member  
Be well organized, reliable, and creative

**TIME COMMITMENT** ..... 2-3 Hours a Week

**LOCATION(S)** ..... County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Adult

**CONTACT INFORMATION**..... County: Program Director  
Kelly Gheres at 814-734-5700, ext. 33 or [kgheres@ymcaerie.org](mailto:kgheres@ymcaerie.org)

Downtown: Community Involvement and Member Engagement Coordinator  
Victoria Stilson at 814-452-3261, ext. 240 or [vstilson@ymcaerie.org](mailto:vstilson@ymcaerie.org)

Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)

Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

## SPECIAL INTEREST COORDINATOR

<b>SEASON</b> .....	Ongoing
<b>DESCRIPTION</b> .....	Organize and assist in special interest activities. Programs and activities may vary from simple to extravagant.
<b>SKILLS &amp; REQUIREMENTS</b> ....	Have a passion or expertise in the field Be able to communicate, instruct, organize, and work well with others
<b>TIME COMMITMENT</b> .....	2-4 Hours a Month
<b>LOCATION(S)</b> .....	County, Downtown, Eastside, Glenwood
<b>PROGRAM CATEGORY</b> .....	Adult
<b>CONTACT INFORMATION</b> .....	County: Program Director <i>Kelly Gheres at 814-734-5700, ext. 33 or kgheres@ymcaerie.org</i>  Downtown: Community Involvement and Member Engagement Coordinator <i>Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org</i>  Eastside: Community Involvement Coordinator <i>Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org</i>  Glenwood: Program Director <i>Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org</i>

## BIRTHDAY PARTY ASSISTANT

<b>SEASON</b> .....	Ongoing
<b>DESCRIPTION</b> .....	Assist with the organization and implementation of birthday parties including set-up, clean-up and coordination of games.
<b>SKILLS &amp; REQUIREMENTS</b> ....	Be reliable and able to work well with youth Be friendly, personable and hospitable Clearances
<b>TIME COMMITMENT</b> .....	2-4 Hours a Week
<b>LOCATION(S)</b> .....	Glenwood
<b>PROGRAM CATEGORY</b> .....	Administrative Support
<b>CONTACT INFORMATION</b> .....	Glenwood: Program Director <i>Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org</i>

# POSITION DESCRIPTIONS

## MEMBERSHIP GREETER

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Be responsible for greeting and providing necessary directions to members, non-members, and guests. Assist with tours to new or potential members.

**SKILLS & REQUIREMENTS** .... Be an active YMCA member  
Be friendly, personable, and hospitable  
Have good communication skills

**TIME COMMITMENT** ..... 2-4 Hours a Week

**LOCATION(S)** ..... County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Administrative Support

**CONTACT INFORMATION**..... County: Program Director  
*Kelly Gheres at 814-734-5700, ext. 33 or kgheres@ymcaerie.org*

Downtown: Community Involvement and Member Engagement Coordinator  
*Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org*

Eastside: Community Involvement Coordinator  
*Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org*

Glenwood: Program Director  
*Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org*

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## WELLNESS CENTER GREETER

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Be responsible for greeting and providing necessary directions to members, non-members, and guests.

**SKILLS & REQUIREMENTS** .... Be an active YMCA member  
Be friendly, personable, and hospitable  
Have good communication skills

**TIME COMMITMENT** ..... 2-4 Hours a Week

**LOCATION(S)** ..... Eastside, Glenwood

**PROGRAM CATEGORY** ..... Administrative Support

**CONTACT INFORMATION**..... Eastside: Community Involvement Coordinator  
*Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org*

Glenwood: Program Director  
*Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org*

## CLERICAL ASSISTANT

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist the Office Manager with member information organization and entry.  
Assist with member mailings and phone calls.  
Assist with data entry for child care and summer camp.

**SKILLS & REQUIREMENTS**.... Basic filing, organization, and communications skills

**TIME COMMITMENT** ..... 2-4 Hours a Week

**LOCATION(S)** ..... Camp Sherwin, County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Administrative Support

**CONTACT INFORMATION** .... Camp Sherwin: Program Director  
Tammy Crawford at 814-392-2374 or [tcrawford@ymcaerie.org](mailto:tcrawford@ymcaerie.org)

County: Program Director  
Kelly Gheres at 814-734-5700, ext. 33 or [kgheres@ymcaerie.org](mailto:kgheres@ymcaerie.org)

Downtown: Community Involvement and Member Engagement Coordinator  
Victoria Stilson at 814-452-3261, ext. 240 or [vstilson@ymcaerie.org](mailto:vstilson@ymcaerie.org)

Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)

Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)

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## MARKETING COORDINATOR

**SEASON** ..... April - December

**DESCRIPTION** ..... Assist Camp Sherwin's Program Director with marketing programs and activities.

**SKILLS & REQUIREMENTS**.... Knowledgeable in areas of marketing concepts and techniques

**TIME COMMITMENT** ..... As Available

**LOCATION(S)** ..... Camp Sherwin

**PROGRAM CATEGORY** ..... Administrative Support

**CONTACT INFORMATION** .... Camp Sherwin: Program Director  
Tammy Crawford at 814-392-2374 or [tcrawford@ymcaerie.org](mailto:tcrawford@ymcaerie.org)

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## SPECIAL NEEDS COORDINATOR

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist with programs for individuals with special needs

**SKILLS & REQUIREMENTS** .... Experience or training working with individuals with special needs  
Clearances

**TIME COMMITMENT** ..... 2-4 Hours a Week

**LOCATION(S)** ..... Eastside

**PROGRAM CATEGORY** ..... Administrative Support

**CONTACT INFORMATION** .... Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)

# POSITION DESCRIPTIONS

## GROUNDS KEEPING

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Assist with the upkeep of physical grounds through mowing, weeding, painting, and cleaning.

**SKILLS & REQUIREMENTS**.... Experience working outdoors

**TIME COMMITMENT** ..... As Available

**LOCATION(S)** ..... Camp Sherwin, County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Administrative Support

**CONTACT INFORMATION** .... Camp Sherwin: Program Director  
*Tammy Crawford at 814-392-2374 or [tcrawford@ymcaerie.org](mailto:tcrawford@ymcaerie.org)*

County: Program Director  
*Kelly Gheres at 814-734-5700, ext. 33 or [kgheres@ymcaerie.org](mailto:kgheres@ymcaerie.org)*

Downtown: Community Involvement and Member Engagement Coordinator  
*Victoria Stilson at 814-452-3261, ext. 240 or [vstilson@ymcaerie.org](mailto:vstilson@ymcaerie.org)*

Eastside: Community Involvement Coordinator  
*Kelly Gibson at 814-899-9622 or [kgibson@ymcaerie.org](mailto:kgibson@ymcaerie.org)*

Glenwood: Program Director  
*Michele Schroeck at 814-868-0867, ext. 222 or [mschroeck@ymcaerie.org](mailto:mschroeck@ymcaerie.org)*

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## HOST CAMPER

**SEASON** ..... Summer

**DESCRIPTION** ..... Be responsible for greeting and providing necessary information to members and guests. Aid in the implementation and coordination of camp events. Perform general maintenance to the cabins and grounds.

**SKILLS & REQUIREMENTS** .... Be reliable  
 Be friendly, personable and hospitable  
 Clearances

**TIME COMMITMENT** ..... 20-40 Hours a Week

**LOCATIONS**..... Camp Sherwin

**PROGRAM CATEGORY** ..... Administrative Support

**CONTACT INFORMATION**..... Camp Sherwin: Program Director  
*Tammy Crawford at 814-392-2374 or [tcrawford@ymcaerie.org](mailto:tcrawford@ymcaerie.org)*



## WE BUILD PEOPLE CAMPAIGN VOLUNTEER

**SEASON** ..... Ongoing

**DESCRIPTION** ..... As a volunteer, you are an integral part of a team that will help achieve our financial goal which ultimately provides the financial resources needed by the Y to support our community and those that need us most. Your most important job is to:

**TELL THE Y STORY:** Let people know how the Y is strengthening the community and improving the quality of life for the 30,000 we serve. Ask your branch executive director or campaign chair for Y stories that you can share. A great way to learn Y stories is to visit a Y program and see our mission in action. This lends itself also to sharing this program with others as you ask for their support.

**ATTEND CAMPAIGN EVENTS:** Be active in the campaign. You'll meet other campaigners, learn more about Y programs, and celebrate success. A calendar is included within this guide.

**MAKE YOUR GIFT FIRST:** Your gift demonstrates your commitment and belief in the Y. After making a personal gift, it is much easier to ask someone else to do the same.

**ASK:** Think about your connections at the Y – the small groups you belong. Perhaps you take a group exercise class or you shoot hoops with some guys in the morning, maybe you and others are regulars on the treadmill. These are the people you feel most comfortable with and perhaps can join you in contributing. You perhaps may be asked by your Branch Executive or your Campaign Chair to review a list of past stewards or a list of new stewards we've identified. It's important to keep clear communication with the Branch Executive and Campaign Chair to avoid duplication.

**SUBMIT COMPLETED PLEDGES WEEKLY:** Please turn in pledge cards for those that gave and those that declined to your Branch Executive or Metro Office.

**WRITE PERSONAL THANK YOU NOTES TO THE DONORS YOU SOLICIT:** A hand-written thank you note is important, and should be sent ideally as soon as 48 hours, but not later than one week from when a steward makes a gift. Blank note cards are available from your Branch Executive or Metro Office.

**SKILLS & REQUIREMENTS** .... Be a people person and possess good communication skills

**TIME COMMITMENT** ..... 1-4 Hours a Week

**LOCATION(S)** ..... County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Fundraising

**CONTACT INFORMATION**.....

- County: Program Director  
*Kelly Gheres at 814-734-5700, ext. 33 or kgheres@ymcaerie.org*
- Corporate: Vice President of Financial Development, Marketing and Membership  
*Tammy Roche at 814-452-1432, ext. 252 or troche@ymcaerie.org*
- Downtown: Community Involvement and Member Engagement Coordinator  
*Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org*
- Eastside: Community Involvement Coordinator  
*Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org*
- Glenwood: Program Director  
*Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org*

# POSITION DESCRIPTIONS

## BRANCH ADVISORY COMMITTEE MEMBER

**SEASON** ..... Ongoing

**PURPOSE**..... The Branch Advisory Board serves as a critical community champion of the branch YMCA. Members of the Branch Advisory Board share their gifts in service to our mission by providing our organization with their professional expertise; their diverse knowledge of constituent perspectives; their connections to local resources, colleagues or peers; their philanthropic support or other forms of needed assistance. The Branch Advisory Board has no governing function within the organization.

- SPECIFIC DUTIES** .....
1. Attend Branch Advisory Board meetings and any assigned task force.
  2. Familiarize yourself with the YMCA’s mission, programs, and core values.
  3. Be an advocate for the YMCA.
  4. Raise awareness of YMCA initiatives within the branch service area.
  5. Ask discerning questions, constructively participate in deliberations, and give input according to your convictions, background, and expertise.
  6. Make a contribution to the We Build People Annual Support campaign.
  7. Assume a leadership role in the We Build People Annual Support campaign. (You may be asked to serve in a capacity that may require additional time commitments)
  8. With other board members and staff be certain that all program efforts are consistent with the YMCA’s goals and objectives.
  9. Assume leadership of board groups and events as requested (such as committee, task force, or special project chairs).
  10. Volunteer additional time for special projects or events.
  11. Keep YMCA business in confidence.

- PERSONAL ATTRIBUTES**.....
1. Unquestionable character: live the core values of caring, honesty, respect, and responsibility.
  2. Commitment to the YMCA mission.
  3. High standing among his or her colleagues.
  4. Respected citizen of the community.
  5. Breadth of understanding and a tolerance of viewpoints of others.
  6. An interest in the objectives and programs of the organization.
  7. Deal openly and directly with the staff and other board members.

**TERM**..... Three years (unless serving by special appointment or filling an un-expired term). Members may be re-elected for two terms.

**TIME COMMITMENT** ..... 2-4 Hours a Month

**LOCATION(S)** ..... County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Policy

**CONTACT INFORMATION**.....

- County: Program Director  
Kelly Gheres at 814-734-5700, ext. 33 or kgheres@ymcaerie.org
- Downtown: Community Involvement and Member Engagement Coordinator  
Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org
- Eastside: Community Involvement Coordinator  
Kelly Gibson at 814-899-9622 or kgibson@ymcaerie.org
- Glenwood: Program Director  
Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org

## INTERNSHIP/FIELD STUDY

**SEASON** ..... Ongoing

**DESCRIPTION** ..... Work in several different capacities within the Y to learn more about the YMCA and the Y's vision and mission. Assist with the supervision of a variety of youth and adult programs. Assist Program Directors with planning and implementation of various special events and programs. Assist with other daily operational tasks.

**SKILLS & REQUIREMENTS** .... Clearances

**TIME COMMITMENT** ..... 5-40 Hours a Week

**LOCATION(S)** ..... Camp Sherwin, Corporate, County, Downtown, Eastside, Glenwood

**PROGRAM CATEGORY** ..... Internship/Field Studies

**CONTACT INFORMATION**.....

- Camp Sherwin: Program Director  
Tammy Crawford at 814-392-2374 or [tcrawford@ymcaerie.org](mailto:tcrawford@ymcaerie.org)
- Corporate: Vice President of Financial Development, Marketing and Membership  
Tammy Roche at 452-1432, ext. 252 or [troche@ymcaerie.org](mailto:troche@ymcaerie.org)
- County: Program Director  
Kelly Gheres at 814-734-5700, ext. 33 or [kgheres@ymcaerie.org](mailto:kgheres@ymcaerie.org)
- Downtown: Community Involvement and Member Engagement Coordinator  
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