



Employment Opportunities Bulletin

Internship Opportunities

To apply for a position within the YMCA of Greater Grand Rapids, please submit your resume to jobs@grymca.org or fill out an online application at www.grymca.org.

While email resumes and applications are preferred, you may also submit a resume via fax at 616 855-9601 or via mail to the following address:

YMCA of Greater Grand Rapids



Amy Saunders-Ferriell
Vice President of
Human Resources





YMCA Branch Locations

Camp Manitou-Lin

1095 Briggs Road, Middleville, MI 49333

Ionia County YMCA

250 E. Tuttle PO Box 68, Ionia, MI 48846

Corporate Offices

475 Lake Michigan Dr, Grand Rapids, MI 49504

Lowell YMCA

1335 Main Street, Lowell, MI 49331

David D Hunting YMCA

Visser Family YMCA

3540 Fairlanes SW, Grandville, MI 49418

Intern Benefits

As a YMCA intern, you receive the following benefits. All benefits are subject to eligibility requirements as outlined in the Employee Handbook and are subject to change at any time

- YMCA Membership (for the duration of your internship)
- Flexible hours and scheduling to accommodate other education or employment goals
- Options for class credit

Aquatics Intern

Branch	Multiple Branches
General Function	<p>The Aquatics Intern will assist in the development, promotion, and implementation of the aquatics programs while gaining valuable experience working through a project from start to finish. Responsibilities include working with the Aquatics Director in developing year aquatic programs to meet the community needs. The Aquatics Intern will also assist in ensuring a safe, fun area for children and adults to interact and enjoy. This position can be 20-40 hours per week, has flexible hours between 5:00 a.m. to 11:00 p.m. and may include weekends.</p>
Know How	<p>Working towards a Bachelor's degree (B.A.) from a four-year college or university. Recreation, pool management, lifeguard, swim instructor, or water park experience and/or equivalent combination of education, training, and experience preferred. CPR/First Aid certification preferred. Past supervision experience preferred. Ability to demonstrate aquatic skills. Ability to react quickly to emergency situations. Must be 18 years of age. Working knowledge of a computer and experience with a variety of software applications. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. YMCA experience preferred.</p>
Reports To	Aquatics Director
Status	Varies from 20-40 hours per week, Unpaid internship, FREE membership.
Posted	4/15/2009
Position Update	<i>Accepting applications.</i>

NEW! Before and After School Program Intern

Branch	Before and After School Program
General Function	The Before and After School Program Intern is responsible for the planning, developing, and implementing of classroom activities. The intern will assist in leading daily lesson plans and curriculum, handling parent communications, organizing activities, and supervising children in a fun and safe environment. This position requires face-to-face leadership in this program and may involve early morning responsibilities. Internships vary from 20-40 hours per week.
Know How	Working on a four year (B.S.) degree or Associate's degree (A. A.) or equivalent from two-year college in education, early childhood education, or a related area; six months to one year childcare related experience; or equivalent combination of education, training, and experience. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. Ability and desire to work with infants, toddlers, preschool and school age children. Working knowledge of computers and experience with a variety of software applications.
Reports To	Program Director
Status	Varies from 20-40 hours per week, Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>Accepting applications.</i>

NEW! Business Administration/Events Intern

Branch	Wolverine World Wide Family YMCA
General Function	Work directly with the Executive Director and Board of Managers at the Wolverine World Wide Family YMCA in this incredible internship opportunity! The Business/Event Intern will work with a team of volunteers on a special event in the annual sustaining campaign. Be integrally involved in the planning and coordination of all event and campaign details.
Know How	Working towards four-year (B.S.) degree or Associate's degree (A.A.) or equivalent from two-year college; excellent written and oral communication skills; ability to be professional and personable. Must be able to plan and execute under tight timelines. Additional responsibilities in member sales environment, retention event planning and other duties as related to membership campaign. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. Working knowledge of Microsoft Office Suite. Junior or Senior status with extended availability preferred.
Reports To	Executive Director
Status	20-40 hours/week; Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>Accepting applications.</i>

Communications Intern

Branch	Camp Manitou-Lin
General Function	Camp is focusing on Parent Communication this summer. The interns duties would include Day and Overnight Camp. In May, the intern would be contacting first time parents by phone to answer questions. There will be open houses/camper fairs to get the word out. June through August, the intern would be taking photos and posting them on the website, creating newsletters, weekly progress reports, and planning/working the parent night shows.
Know How	Working towards four-year (B.S.) degree or Associate's degree (A.A.) or equivalent from two-year college; Excellent written and oral communication skills. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. Working knowledge of Xpress Quark for MAC, and PhotoShop. Experience with printers and pre-press techniques. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
Reports To	Program Director
Status	20-40 hours/week; Free housing available; Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>FILLED for summer. Accepting applications for Fall.</i>

Corporate Health and Wellness Intern

Branch	YMCA of Greater Grand Rapids - All Branches
General Function	If you're looking for an opportunity to stand out among your peers and add real professional health and wellness experience to your resume, you've come to the right place! The Corporate Health and Wellness intern will work directly with our Corporate Health and Wellness Director on association-wide initiatives. The intern will assist in the delivery of wellness products and services, including projects like conducting health screens, reviewing results with corporate clients, conducting coaching and follow-up for high-risk screening corporate clients, providing educational presentations, and assisting with special projects.
Know How	College student or older preferred. Experience or education in a health related field. Strong human relation skills, oral and written skills, a strong sense of time management and the ability to exercise discretion. Proficient with Microsoft applications, with the ability to provide user training on software packages. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
Reports To	Corporate Health and Wellness Director
Status	20-40 hours/week; flexible hours between 5:00 am - 11:00 pm. May include weekends. Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>FILLED for summer. Accepting applications for Fall.</i>

Extreme Fun Club (Day Camp) Summer Intern

Branch	Wolverine World Wide Family YMCA
General Function	<p>The Extreme Fun Club intern will experience a variety of duties, including:</p> <ul style="list-style-type: none"> • Organizing and leading games and activities <ul style="list-style-type: none"> ○ Running planned activities for the day ○ Coming up with on the spot activities for kids • Managing attendance sign-in/sign-out, parent interaction <ul style="list-style-type: none"> ○ Attending field trips - responsibility for specific age group and coordinating the entire group during the trip • Maintaining supervision of participants • Following emergency procedures • Setting up equipment • Supervising before and after care • Assisting with developing the activity schedule • Implementing Character Development in programs • Maintaining all areas in clean, presentable fashion • Developing relationships and handling conflict resolution <p>The first half of the internship will be spent at the entry level position and the second half will move towards a more professional position. You will work side-by-side with the Site Coordinator to help plan the activities and outings for the Extreme Fun Club. You will also help oversee the other staff in the program. You will also be spending time in the offices, working on the computer on different programs here.</p>
Know How	Experience is preferred in childcare, teen or sports related experience; or equivalent combination of education, training, and experience. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. Ability and desire to work with elementary, middle, and high school children. Working knowledge of computers and experience with a variety of software applications.
Reports To	Program Director
Status	20-40 hours/week; flexible hours between 7:00 am - 7:00 pm. Unpaid internship, FREE membership.
Posted	4/19/09
Position Update	<i>Accepting applications.</i>

Facilities Management

Branch	Corporate
General Function	If you are looking to gain hands-on experience in accounting, finance, or property management this is the internship for you! The Corporate Facilities Management Intern will conduct research, compile and analyze data, perform site analysis, audit purchases, analyze expense trends, bid specification development, audit facilities, and assist in the development of programs and procedures to benefit the Association Property Management Team. These programs and procedures include but are not limited to: Energy Management, Collaborative Purchasing, Capital Improvement, Asset Management, Preventative Maintenance, Custodial Services, Grounds Services, Construction/Remodeling Specifications.
Know How	Working towards a Bachelor's degree (B.A.) from four-year college or university; Strong human relation skills, oral and written skills, a strong sense of time management and the ability to exercise discretion. Proficient with Microsoft applications. Ability to interact with people from all ethnic backgrounds, ages and lifestyles.
Reports To	Association Property Director
Status	20-40 hours/week, Unpaid internship, FREE membership.
Posted	4/19/09
Position Update	<i>FILLED for summer - accepting applications for Fall Semester.</i>

Fitness Floor/Group Exercise Intern

Branch	Visser Family YMCA
General Function	The Fitness Floor Intern provides one-on-one fitness service to members. Develops fitness routines that satisfy member goals for a variety of ages and population. The Group Exercise aspect involves assisting with and/or demonstrates general fitness classes. This position requires face-to-face leadership in these programs and may involve early morning, evening, and weekend responsibilities.
Know How	High school diploma or general education degree (GED); enrolled in college courses and three to six months' fitness, instructional, or personal training experience or related experience; general knowledge of exercise training with one year of experience either as an instructor or participant in exercise; or equivalent combination of education, training, and experience, preferred. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. Ability to actively take part and lead fitness activities. Working knowledge of computers and experience with a variety of software applications. YMCA experience preferred.
Reports To	Lead Health and Wellness Specialist
Status	20-40 hours/week; flexible hours between 5:00 am - 11:00 pm. May include weekends. Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>Accepting applications.</i>

Health and Wellness Intern

Branch	YMCA of Greater Grand Rapids - All Branches
General Function	The Health and Wellness Intern will assist with the delivery of wellness products and services to clients at multiple branches. Responsibilities include working with members on the health and wellness floor to assist them in meeting their goals safely, conducting health screenings, reviewing results with clients, handling follow-up with members, and assisting with special projects as needed.
Know How	College student or older preferred. Experience or education in a health related field. Strong human relation skills, oral and written skills, a strong sense of time management and the ability to exercise discretion. Proficient with Microsoft applications, with the ability to provide user training on software packages. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
Reports To	Health and Wellness Director
Status	20-40 hours/week; flexible hours between 5:00 am - 11:00 pm. May include weekends. Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>Accepting applications.</i>

“Healthy U” Intern

Branch	Multiple Branches
General Function	The “Healthy U” Intern will assist in the development, promotion, and day to day implementation and delivery of the “Healthy U” program. The “Healthy U” Intern will also assist in special projects as needed
Know How	Working towards a Bachelor's degree (B. A.) from four-year college or university in Movement Science, Health Education or similar. Knowledge of nutrition, wellness, and personal well-being; Physical education, health and wellness, or teaching related experience preferred; or equivalent combination of education, training, and experience. Past supervision of middle school age group experience preferred. Ability to speak Spanish a plus. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
Reports To	Program Director
Status	Varies from 20-40 hours per week, Unpaid Internship, FREE Membership.
Posted	4/15/09
Position Update	<i>FILLED for summer - accepting applications for fall semester.</i>

Human Resource Employment Intern

Branch	Corporate
General Function	The Human Resources Intern performs designated administrative duties in the recruiting arena using knowledge of organizational practices related to the overall YMCA of Greater Grand Rapids. Assists with recruiting events and processes, reviewing and screening applications, attending career fairs, maintaining the job postings bulletin, and special projects as needed.
Know How	Working towards a Bachelor's degree (B.A.) from four-year college or university; strong human relations skills, oral and written skills, a strong sense of time management and the ability to exercise discretion. Proficient with Microsoft applications, with the ability to provide user training on software packages. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
Reports To	Association Employment Director
Status	Varies from 20-40 hours per week, Unpaid Internship, FREE Membership.
Posted	4/15/09
Position Update	FILLED for Summer 2009. Accepting applications for fall 2009.

Human Resource Generalist Intern

Branch	Corporate
General Function	The Human Resources Intern performs designated administrative duties for the Human Resources Generalist using knowledge of organizational practices related to the overall YMCA of Greater Grand Rapids. Assists in administering the benefits program, handling and responding to workman's compensation claims, and other project-based work as needed.
Know How	Working towards a Bachelor's degree (B.A.) from four-year college or university; strong human relations skills, oral and written skills, a strong sense of time management and the ability to exercise discretion. Proficient with Microsoft applications, with the ability to provide user training on software packages. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
Reports To	Association Employment Director
Status	Varies from 20-40 hours per week, Unpaid Internship, FREE Membership.
Posted	4/15/09
Position Update	<i>FILLED for Summer 2009. Accepting applications for fall 2009.</i>

IT Helpdesk Intern

Branch	Corporate
General Function	The IT Helpdesk Intern will be responsible for ensuring customer satisfaction. The Helpdesk Intern will be required to track detailed information about each customer service request. Requests will be allocated to the correct IT staff support level for a call back and attempt remote resolution. Upon reported completion of each request, the Helpdesk Intern will follow up with YMCA staff.
Know How	Working towards four-year (B.A.) from a four-year college or university in the field of Computer Science or Associates degree (A.A.) or equivalent from a two-year college or technical school. Administrative assistant, office experience and/or training preferred; or equivalent combination of education and experience. Strong human relation skills, a strong sense of time management, and the ability to exercise discretion are desired. Proficient in Microsoft 2007 Suite Applications, Windows XP, and windows 2003 Server considered a plus. Ability to learn and support new applications. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
Reports To	IT Director
Status	Varies from 20-40 hours per week, Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>Accepting applications for summer and fall semesters.</i>

Lead Teacher/Education Intern

Branch	Multiple Branches
General Function	The Lead Teacher/Education Intern is responsible for the planning, developing, and implementing of classroom activities. The intern will assist in leading daily lesson plans and curriculum, handling parent communications, organizing activities, and supervising children in a fun and safe environment. This position requires face-to-face leadership in this program and may involve early morning responsibilities.
Know How	Working towards four-year (B.S.) degree or Associate's degree (A.A.) or equivalent from two-year college in education, early childhood education, or a related area; six months to one year childcare related experience; or equivalent combination of education, training, and experience. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. Ability and desire to work with infants, toddlers, preschool and school age children. Working knowledge of computers and experience with a variety of software applications. YMCA experience preferred.
Reports To	Multi-Site Director
Status	Varies from 20-40 hours per week, Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>Accepting applications.</i>

Marketing Intern

Branch	Visser Family YMCA
General Function	The Marketing Intern is responsible for layout, design, and graphics. The Marketing Intern handles the day-to-day marketing support.
Know How	Working towards four-year (B.S.) degree or Associate's degree (A.A.) or equivalent from two-year college; one to three years marketing, design, production, and desktop publishing experience; or equivalent combination of education and experience. Bachelor's degree (B. A) from a four-year college or university preferred. Excellent written and oral communication skills. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. Working knowledge of Xpress Quark for MAC, and PhotoShop. Experience with printers and pre-press techniques. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
Reports To	Marketing Director
Status	Varies from 20-40 hours per week, Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>Accepting applications.</i>

NEW! Membership/Hospitality Intern

Branch	David D. Hunting Family YMCA
General Function	If you're looking for an internship that will give you hands-on experience with building relationships and retaining a service base, this is the place for you! The Membership/Hospitality intern will work directly with the Senior Membership Director on retention initiatives, providing top notch member service, and will learn the ins and outs of successfully managing a service/hospitality industry. This position may periodically involve early morning, evening or weekend responsibilities.
Know How	Working towards four-year (B.S.) degree or Associate's degree (A.A.) or equivalent from two-year college. Customer service skills and friendly, positive demeanor, required. Working knowledge of computers, ability to learn proprietary software to enter or edit member information, and scan member cards. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
Reports To	Senior Membership Director
Status	Varies from 20-40 hours per week, Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>Accepting applications for summer and fall.</i>

NEW! Special Events/Rentals Intern

Branch	Multiple Branches
General Function	The Special Event/Rentals Intern will lead all special events and rentals that take place within the Wolverine World wide Family YMCA. This will include promoting the rental program, presenting to businesses & groups, and coordinating the operation of events/rentals. This position requires weekend and evening hours.
Know How	Working towards a Bachelor's degree (B.A.) from four-year college or university; Strong human relation skills, oral and written skills, a strong sense of time management and the ability to exercise discretion. Proficient with Microsoft applications. Ability to interact with people from all ethnic backgrounds, ages and lifestyles.
Reports To	Family Program Director
Status	Varies from 20-40 hours per week, Unpaid internship, FREE membership.
Posted	4/15/09
Position Update	<i>Accepting applications.</i>

NEW! Sports and Recreation Intern

Branch	Multiple Branches
General Function	<p>The Sports and Recreation Intern will assist in the development and program plans as well as implementation and expansion of year round Sports programs and leagues. Programs range from pre-school and Youth Sports to Mid-City Baseball League to Adult sports programs. The Sports and Recreation Intern will also perform duties in coaching and/or refereeing in sports programs. This position can be 20-40 hours per week and may involve early morning evening, and weekend responsibilities. Some travel may be required throughout the Greater Grand Rapids area.</p>
Know How	<p>Working towards a Bachelor's degree (B.A.) from four-year college or university; education in Sports Management, Recreation, or related field. Program management and coaching experience and/or training preferred; or equivalent combination of education, training, and experience. Past supervision experience preferred. Knowledge of program elements (organization, promotion, establishing curriculum, and safety) and ability to implement them. CPR/First Aid certification preferred. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. Working knowledge of computers and experience with a variety of software applications.</p>
Reports To	Sports Program Director
Status	Varies from 20-40 hours per week, Unpaid internship, FREE membership.
Posted	4/15/2009
Position Update	<i>Accepting applications.</i>

NEW! Volunteer/Non-Profit Management Intern

Branch	Visser Family YMCA
General Function	The Volunteer Intern will assist in the development, planning, and implementation of volunteering programming at the Visser Family YMCA. Learned skills will include identifying volunteers to fill gaps, recruiting, interviewing, hiring, training, and evaluating volunteers, as well as knowledge of budget and financial planning. This position will be 15-30 hours per week and may involve early morning evening, and weekend responsibilities.
Know How	Working towards a Bachelor's degree (B.A.) from four-year college or university; education in Non-Profit Management, Management, or related field. Volunteer experience and/or training preferred; or equivalent combination of education, training, and experience. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. Working knowledge of computers and experience with a variety of software applications.
Reports To	Lead Membership Specialist
Status	Varies from 15-30 hours per week, Unpaid internship, FREE membership.
Posted	4/15/2009
Position Update	<i>Accepting applications.</i>

Horse Programs Intern

Branch	Camp Manitou-Lin
General Function	The Horse Programs Intern will work one on one with the Equestrian Director to assist in the development of the Summer Horse Camps with the following projects: assist in developing new barn management lesson plans for ages 8-15, assist in the modifications of existing programs to help emphasize weekly themes, assist in the development of skills recognition for camp program areas to strengthen self esteem of the participants. This position can be 20-40 hours per week and may involve early morning, evening, and weekend responsibilities. Includes optional room and board.
Know How	Working towards a Bachelor's degree (B. A.) from four-year college or university; education in Equine Studies, Recreation, or similar field; or equivalent combination of experience, education and/or training. Required: Experience working with horses. Certified Horsemanship Association Level 2 English/ Western or equivalent. Basic herd management skills-knowledge of feeds, nutrition, and hay. Desire and ability to work outdoors with children and horses. Must be patient, flexible, and a team player. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles.
Reports To	Equestrian Director.
Status	16-40 hours/week; Free housing available; Unpaid internship, FREE membership.
Posted	6/17/09
Position Update	<i>Accepting applications.</i>

Lead teacher/ Education Intern

Branch	Southeast Region YMCA
General Function	The intern will assist in leading daily lesson plans and curriculum, handling parent communications, organizing activities, and supervising children in a fun and safe environment. This position requires face-to-face leadership in this program and may involve early morning responsibilities.
Know How	Working on a four year (B.S.) degree or Associate's degree (A. A.) or equivalent from two-year college in education, early childhood education, or a related area; six months to one year childcare related experience; or equivalent combination of education, training, and experience. Ability to interact with people from all ethnic backgrounds, ages, and lifestyles. Ability and desire to work with infants, toddlers, preschool and school age children. Working knowledge of computers and experience with a variety of software applications. YMCA experience preferred.
Reports To	Child Development Director
Status	Internships vary from 20-40 hours per week
Posted	6/18/09
Position Update	<i>Accepting applications.</i>