



Employment Opportunities Bulletin

“We build strong kids, strong families, and strong communities!”

Full-Time Positions

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
475 Lake Michigan Dr
Grand Rapids, MI 49504

The YMCA of Greater Grand Rapids is an equal opportunity employer.



Amy Saunders-Ferriell
Vice President of
Human Resources

Leanne VanBeek
Association
Employment Director





YMCA Branch Locations

“We build strong kids, strong families, and strong communities!”

Camp Manitou-Lin

1095 Briggs Road, Middleville, MI 49333

Corporate Offices

475 Lake Michigan Dr, Grand Rapids, MI 49504

David D Hunting YMCA

475 Lake Michigan Dr, Grand Rapids, MI 49504

Southeast Family YMCA

730 Forest Hill SE, Grand Rapids, MI 49546

Ionia County YMCA

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

Lowell YMCA

1335 Main Street, Lowell, MI 49331

Visser Family YMCA

3540 Fairlanes SW, Grandville, MI 49418

Wolverine World Wide Family YMCA

6555 Jupiter Avenue, Belmont, MI 49306

Full-Time Employee Benefits

As a full time (40 hours a week) YMCA employee 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
- Holiday Pay
- Generous Paid Time Off (PTO)
- Medical Insurance
- Dental Insurance
- Vision Plan
- 8% Retirement Fund
- Short-Term Disability
- Long-Term Disability
- Life Insurance
- Supplemental Life Insurance
- Free or reduced pricing on YMCA programs

**Branch Executive Director
Visser Family YMCA**

Branch	Visser Family YMCA
General Function	The Branch Executive Director is responsible for the operations of the Visser Family YMCA, with a budget size of \$2.9 million, membership base of 8,845, and facility size of 60,000 square feet. The Executive Director oversees the management of programs, facilities, volunteer and staff development, financial development, and collaborations with community agencies. The Branch Executive Director operates the branch in accordance with the policies, procedures, and standards established by the YMCA of Greater Grand Rapids Board of Directors and the Visser Family YMCA Branch Board of Managers. This position may involve early morning, evening, weekend, and pager responsibilities.
Know How	Bachelor's degree (B. A.) from four-year College or university; 3-5 years Executive Director experience; or equivalent combination of education and experience. Must have experience in employee development and building a staff team, program management, facilities management, board development, and fund development. Advanced degree and/or EDI certification are preferred. Strong organizational and communication skills, working knowledge of Microsoft office and donor base software or equivalent software packages. Bi-lingual capabilities a plus. YMCA experience strongly preferred.
Reports To	Vice President of Operations
Status	Full-time; Exempt; \$70,000-\$75,000
Posted	4/24/09
How to Apply	Fax resumes to (616) 855-9601, mail to 475 Lake Michigan Drive NW, Grand Rapids 49504, email at jobs@grymca.org or visit our web site at www.grymca.org .
Position Update	<i>Entering 1st round interviews. Applications may still be submitted. No phone calls, please!</i>

**Human Resources Director
YMCA Corporate Offices**

Branch	Corporate Offices
General Function	The Human Resources Director administers human resources policies, programs and practices: including planning, organizing, developing, implementing, coordinating, and directing the Human Resources Department. This position may involve early morning, evening, and weekend responsibilities.
Know How	Bachelor's degree (B. A.) from four-year college or university, Master's degree preferred; five to seven years in human resources, payroll/benefit administration, worker's compensation and recruitment experience or equivalent combination of education, training, and experience. YMCA or Not for Profit Management experience 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. SHRM Certified Senior Professional or SHRM Certified Professional, preferred. Bi-lingual capabilities a plus. YMCA or not-for-profit experience preferred.
Reports To	Vice President of Human Resources
Status	Full-time; Exempt; \$45,000-\$55,000
Posted	06/02/09
How to Apply	Fax resumes to (616) 855-9601, mail to 475 Lake Michigan Drive NW, Grand Rapids 49504, email at jobs@grymca.org or visit our web site at www.grymca.org .
Position Update	<i>Accepting applications until July 31, 2009.</i>

Lead Teacher

Branch	Generations Child Development Center
General Function	The Lead Teacher is responsible for the planning, developing and implementing of classroom activities for a classroom size of 4-24 children. This position requires face-to-face leadership in this program and may involve early morning responsibilities.
Know How	Bachelor degree or equivalent from a four-year college or university; six months to one year related experience and/or training; or equivalent combination of education and experience. Past supervision experience preferred. Ability to interact with people from all ethnic backgrounds, ages and lifestyles. Ability and desire to work with children of all ages. Working knowledge of a computer and experience with a variety of software applications. YMCA experience preferred.
Reports To	Child Care Director
Status	Full-time; Non-Exempt; \$9.24- \$10.65
Posted	6/9/09
How to Apply	Fax resumes to (616) 855-9601, mail to 475 Lake Michigan Drive NW, Grand Rapids 49504, email at jobs@gymca.org or visit our web site at www.gymca.org .
Position Update	<i>Accepting applications</i>