

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	Glenwood	Health & Wellness	Ongoing	5-20 Hours a Week	21
Health Educator	Downtown 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 Downtown Eastside Glenwood	Health & Wellness	Ongoing	2-3 Hours a Week	22
Youth Sports Coach	Camp Sherwin 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	24
Special Event Worker	Camp Sherwin County Downtown Eastside Glenwood	Special Event	Ongoing	As Needed	24
Highmark Walk	County Downtown Eastside Glenwood	Special Event	Spring/Summer	As Available	25

LIST OF VOLUNTEER OPPORTUNITIES

VOLUNTEER OPPORTUNITIES	LOCATIONS	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
Child Care/Child Watch Story Reader	County Downtown Eastside Glenwood	Youth/Family	Ongoing	1-2 Hours a Week	25
Child Watch Attendant	Camp Sherwin Downtown	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 Assistant	Downtown Eastside Glenwood	Youth/Family	Ongoing	4-8 Hours a Week	27
YMCA Kids Club Assistant	YMCA Kids Club	Youth/Family	Ongoing	As Available	27
Activities Coordinator for Older Adults	County Downtown Eastside	Adult	Ongoing	2-3 Hours a Week	28
Garden Club Coordinator	County Eastside Glenwood	Adult	Spring/Summer	2-4 Hours a Month	28
Y Men's Club	Eastside	Adult	Ongoing	2-4 Hours a Month	29
Membership Greeter	County Downtown Eastside Glenwood	Administrative Support	Ongoing	2-4 Hours a Week	29
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	30
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	31

LIST OF VOLUNTEER OPPORTUNITIES

VOLUNTEER OPPORTUNITIES	LOCATIONS	PROGRAM CATEGORY	SEASON	TIME COMMITMENT	PAGE #
We Build People Campaign Volunteer	County Downtown Eastside Glenwood	Fundraising	Ongoing	1-4 Hours a Week or As Available	32
Branch Advisory Board Member	County Downtown Eastside Glenwood	Policy	Ongoing	2-4 Hours a Month	33
Youth Council	County Eastside Glenwood	Policy	Ongoing	2-4 Hours a Month	34
Internship/ Field Study	Camp Sherwin County Downtown Eastside Glenwood	Internship/ Field Study	Ongoing	5-40 Hours a Week	34

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
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
Highmark Walk	Special Event	Spring/Summer	As Available	25
Child Care/Child Watch Story Reader	Youth/Family	Ongoing	1-2 Hours a Week	25
Activities Coordinator for Older Adults	Adult	Ongoing	2-3 Hours a Week	28
Garden Club Coordinator	Adult	Spring/Summer	2-4 Hours a Month	28
Membership Greeter	Administrative Support	Ongoing	2-4 Hours a Week	29
Clerical Assistant	Administrative Support	Ongoing	2-4 Hours a Week	30
Grounds Keeping	Administrative Support	Ongoing	As Available	31
We Build People Campaign Volunteer	Fundraising	Ongoing	1-4 Hours a Week or As Available	32
Branch Advisory Board Member	Policy	Ongoing	2-4 Hours a Month	33
Youth Council	Policy	Ongoing	2-4 Hours a Month	34
Internship/Field Study	Internship/Field Study	Ongoing	5-40 Hours a Week	34

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
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/Adult Sports Director	Sports	April-December	5 Hours a Week	24
Special Event Worker	Special Event	Ongoing	As Needed	24
Highmark Walk	Special Event	Spring/Summer	As Available	25
Teen Center Assistant	Youth/Family	Ongoing	4-8 Hours a Week	27
Child Watch Attendant	Youth/Family	April-December	As Available	26
Child Care/Child Watch Story Reader	Youth/Family	Ongoing	1-2 Hours a Week	25
Activities Coordinator for Older Adults	Adult	Ongoing	2-3 Hours a Week	28
Membership Greeter	Administrative Support	Ongoing	2-4 Hours a Week	29
Clerical Assistant	Administrative Support	Ongoing	2-4 Hours a Week	30
We Build People Campaign Volunteer	Fundraising	Ongoing	1-4 Hours a Week or As Available	32
Branch Advisory Board Member	Policy	Ongoing	2-4 Hours a Month	33
Internship/Field Study	Internship/Field Study	Ongoing	5-40 Hours a Week	34

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
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
Highmark Walk	Special Event	Spring/Summer	As Available	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
Teen Center Assistant	Youth/Family	Ongoing	4-8 Hours a Week	27
Activities Coordinator for Older Adults	Adult	Ongoing	2-3 Hours a Week	28
Garden Club Coordinator	Adult	Spring/Summer	2-4 Hours a Month	28
Y Men's Club	Adult	Ongoing	2-4 Hours a Month	29
Grounds Keeping	Administrative Support	Ongoing	As Available	31
Membership Greeter	Administrative Support	Ongoing	2-4 Hours a Week	29
Wellness Center Greeter	Administrative Support	Ongoing	2-4 Hours a Week	30
Clerical Assistant	Administrative Support	Ongoing	2-4 Hours a Week	30
Special Needs Coordinator	Administrative Support	Ongoing	2-4 Hours a Week	31
We Build People Campaign Volunteer	Fundraising	Ongoing	1-4 Hours a Week or As Available	32
Branch Advisory Board Member	Policy	Ongoing	2-4 Hours a Month	33
Youth Council	Policy	Ongoing	2-4 Hours a Month	34
Internship/Field Study	Internship/Field Study	Ongoing	5-40 Hours a Week	34

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
Highmark Walk	Special Event	Spring/Summer	As Available	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
Teen Center Assistant	Youth/Family	Ongoing	4-8 Hours a Week	27
Activities Coordinator for Older Adults	Adult	Ongoing	2-3 Hours a Week	28
Garden Club Coordinator	Adult	Spring/Summer	2-4 Hours a Month	28
Grounds Keeping	Administrative Support	Ongoing	As Available	31
Membership Greeter	Administrative Support	Ongoing	2-4 Hours a Week	29
Wellness Center Greeter	Administrative Support	Ongoing	2-4 Hours a Week	30
Clerical Assistant	Administrative Support	Ongoing	2-4 Hours a Week	30
We Build People Campaign Volunteer	Fundraising	Ongoing	1-4 Hours a Week or As Available	32
Branch Advisory Board Member	Policy	Ongoing	2-4 Hours a Month	33
Youth Council	Policy	Ongoing	2-4 hours per month	34
Internship/Field Study	Internship/Field Study	Ongoing	5-40 Hours a Week	34

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 Sports Coach	Sports	April-December	2-3 Hours a Week for 8 Week Session	22
Youth/Adult Sports Director	Sports	April-December	5 Hours a Week	24
Special Event Worker	Special Event	April-December	As Needed	24
Child Watch Attendant	Youth/Family	April-December	As Available	26
Clerical Assistant	Administrative Support	April-December	2-4 Hours a Week	30
Marketing Coordinator	Administrative Support	April-December	As Available	31
Grounds Keeper	Administrative Support	April-December	As Available	31

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	Glenwood	Ongoing	5-20 Hours a Week	21
Health Educator	Downtown 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	Downtown Eastside Glenwood Camp Sherwin	Ongoing	2-3 Hours a Week	22

YOUTH & ADULT SPORTS

VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Youth Sports Coach	Camp Sherwin 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	24

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
Highmark Walk	County Downtown Eastside Glenwood	Spring/Summer	As Available	25

YOUTH/FAMILY

VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Child Care/Child Watch Story Reader	County Downtown Eastside Glenwood	Ongoing	1-2 Hours a Week	25
Child Watch Attendant	Camp Sherwin Downtown	April-December	As Available	26
Youth Program Assistant	Eastside Glenwood	Ongoing	1-2 Hours a Week for 8 Week Session	26
Teen Center Assistant	Downtown Eastside Glenwood	Ongoing	4-8 Hours a Week	27
YMCA Kids Club Assistant	YMCA Kids Club	Ongoing	As Available	27

ADULT

VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Activities Coordinator for Older Adults	County Downtown Eastside	Ongoing	2-3 Hours a Week	28
Garden Club Coordinator	County Eastside Glenwood	Spring/Summer	2-4 Hours a Month	28
Y Men's Club	Eastside	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	29
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	30
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	31

FUNDRAISING

VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
We Build People Campaign Volunteer	County Downtown Eastside Glenwood	Ongoing	1-4 Hours a Week or As Available	32

POLICY

VOLUNTEER OPPORTUNITIES BY INTEREST

VOLUNTEER OPPORTUNITIES	LOCATIONS	SEASON	TIME COMMITMENT	PAGE #
Branch Advisory Board Member	County Downtown Eastside Glenwood	Ongoing	2-4 Hours a Month	33
Youth Council	County 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	County Downtown Eastside Glenwood	Ongoing	5-40 Hours a Week	34

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: Aquatics Director
Kelly Austin at 814-868-0867, ext. 229 or kaustin@ymcaerie.org

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: Aquatics Coordinator
Emily Lander at 814-452-3261 or elande@ymcaerie.org

Eastside: Aquatics Coordinator
Karen Harvey at 814-899-9622 or kharvey@ymcaerie.org

Glenwood: Aquatics Director
Kelly Austin at 814-868-0867, ext. 229 or kaustin@ymcaerie.org

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 or kgheres@ymcaerie.org

Eastside: Swim Team Coordinator—Dr. Jim Johannes
Aquatics Director
Karen Harvey at 814-899-9622, ext. 254 or kharvey@ymcaerie.org

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) Glenwood

PROGRAM CATEGORY Health & Wellness

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

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: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@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, Downtown, Eastside, Glenwood

PROGRAM CATEGORY Health & Wellness

CONTACT INFORMATION..... Camp Sherwin: Program Director
Tammy Crawford at tcrawford@ymcaerie.org

Downtown: Health & Wellness Coordinator
Robyn Parsons at 814-452-3261, ext. 268 or rparsons@ymcaerie.org

Eastside: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

*Glenwood: Child Care Director
Debbie Anderson at 814-868-0867, ext. 237 or danderson@ymcaerie.org

Program Director
Michele Schroeck at 814-868-0867 or 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) Camp Sherwin, County, Eastside, Glenwood

PROGRAM CATEGORY Sports

CONTACT INFORMATION..... Camp Sherwin: Program Director
Tammy Crawford at tcrawford@ymcaerie.org

County: Program Director
Kelly Gheres at kgheres@ymcaerie.org

Eastside: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

Glenwood: Program Director
Simon Teska at 814-868-0867, ext. 272 or steska@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 or kgheres@ymcaerie.org

Eastside: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

Glenwood: Program Director
Simon Teska at 814-868-0867, ext. 272 or steska@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: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

Glenwood: Program Director
Simon Teska at 814-868-0867, ext. 272 or steska@ymcaerie.org

POSITION DESCRIPTIONS

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 tcrawford@ymcaerie.org
Downtown: Program Coordinator
Monica Olesnanik at 814-452-3261, ext. 242 or molesnanik@ymcaerie.org

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 tcrawford@ymcaerie.org
County: Business Director
Tonya Makusi at 814-734-5700 or tmakusi@ymcaerie.org
Downtown: Membership Director
Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org
Eastside: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org
Glenwood: Program Director
Simon Teska at 814-868-0867, ext. 272 or steska@ymcaerie.org
Program Director
Michele Schroeck at 814-868-0867, ext. 222 or mschroeck@ymcaerie.org
Aquatics Director
Kelly Austin at 814-868-0867, ext. 229 or kaustin@ymcaerie.org

HIGHMARK WALK

SEASON April-June

DESCRIPTION Assist with the organization and recruitment of a branch's Highmark Walk Team.
Attend monthly meetings with Highmark.

SKILLS & REQUIREMENTS Be outgoing, enthusiastic, well organized, and possess good communication skills

TIME COMMITMENT As Available

LOCATION(S) County, Downtown, Eastside, Glenwood

PROGRAM CATEGORY Special Event

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

Downtown: Executive Director
Sean Beers at 814-452-3261, ext. 224 or sbeers@ymcaerie.org

Eastside: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

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

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, Downtown, Eastside, Glenwood

PROGRAM CATEGORY Youth/Family

CONTACT INFORMATION..... County: Membership/Business Director
Tonya Makusi at 814-734-5700, ext. 23 or tmakusi@ymcaerie.org

Downtown: Child Care Director
Heather Clark Celio at 814-452-3261, ext. 249 or hclarkcelio@ymcaerie.org

Eastside: Child Care Director
Linda Gehrlein at 814-899-9622, ext. 231 or lgehrlein@ymcaerie.org

Glenwood: Child Care Director
Debbie Anderson at 814-868-0867, ext. 237 or danderson@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) Camp Sherwin, Downtown

PROGRAM CATEGORY Youth/Family

CONTACT INFORMATION..... Camp Sherwin: Program Director
Tammy Crawford at tcrawford@ymcaerie.org

Downtown: Assistant Childcare Director
Linda Burling at 814-452-3261, ext. 250 or lburling@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: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

Glenwood: Program Director
Simon Teska at 814-868-0867, ext. 272 or steska@ymcaerie.org

TEEN CENTER ASSISTANT

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, Eastside, Glenwood

PROGRAM CATEGORY Youth/Family

CONTACT INFORMATION..... Downtown: Teen Center Director
Jeremiah Landis at 814-452-3261, ext. 228 or jlandis@ymcaerie.org

Eastside: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

Glenwood: Program Director
Simon Teska at 814-868-0867, ext. 272 or steska@ymcaerie.org

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

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

Downtown: Membership Director
Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org

Eastside: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

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

GARDEN CLUB COORDINATOR

SEASON Spring–Summer

DESCRIPTION Assist with the beautification of a Y Branch grounds throughout the Spring and Summer months by sharing a common passion with others.

SKILLS & REQUIREMENTS Have a passion or expertise in the field
Be able to communicate, instruct, organize, and work well with others

TIME COMMITMENT 2-4 Hours a Month

LOCATION(S) County, Eastside, Glenwood

PROGRAM CATEGORY Adult

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

Eastside: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

Glenwood: Property Manager
Tim Mackey at 814-868-0867, ext. 246 or tmackey@ymcaerie.org

Y MEN'S CLUB

SEASON Ongoing

DESCRIPTION Assist with the organization and implementation of activities and programs with the Y Men's Club.

SKILLS & REQUIREMENTS Be an active YMCA member

TIME COMMITMENT 2-4 Hours a Month

LOCATION(S) Eastside

PROGRAM CATEGORY Adult

CONTACT INFORMATION..... Eastside: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

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: Business Director
Tonya Makusi at 814-734-5700, ext. 23 or tmakusi@ymcaerie.org

Downtown: Membership Director
Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org

Eastside: Business Director
Melissa Kelley at 814-899-9622, ext. 223 or mkelley@ymcaerie.org

Glenwood: Business Director
Lori Lewis at 814-868-0867, ext 255 or llewis@ymcaerie.org

POSITION DESCRIPTIONS

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: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

Glenwood: Program Director
Michele Schroeck at 814-868-0867 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 tcrawford@ymcaerie.org

County: Business Director
Tonya Makusi at 814-734-5700 or tmakusi@ymcaerie.org

Downtown: Membership Director
Victoria Stilson at 814-452-3261, ext. 240 or vstilson@ymcaerie.org

Eastside: Business Director
Melissa Kelley at 814-899-9622, ext. 223 or mkelley@ymcaerie.org

*Glenwood: Child Care Director
Debbie Anderson at 814-868-0867, ext. 237 or danderson@ymcaerie.org

Membership Director
Sue Hagle at 814-868-0867 or shagle@ymcaerie.org

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 tcrawford@ymcaerie.org

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: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

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: Property Manager
Jim Volgstadt at 814-882-5033

County: Business Director
Tonya Makasi at 814-734-5700 or tmakasi@ymcaerie.org

Downtown: Property Manager
Tom Braendel at 814-323-4447 or tbraendel@ymcaerie.org

Eastside: Property Manager
Tim Kaliszewski at 814-873-7674 or timk@ymcaerie.org

Glenwood: Property Manager
Tim Mackey at 814-882-8422 or tmackey@ymcaerie.org

POSITION DESCRIPTIONS

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: Executive Director
814-734-5700

Downtown: Executive Director
Sean Beers at 914-452-3261, ext. 224 or sbeers@ymcaerie.org

Eastside: Executive Director
Gayle Magee at 814-899-9622, ext. 227 or gmagee@ymcaerie.org

Glenwood: Executive Director
Jim McEldowney at 814-868-0867, ext. 234 or jmceldowney@ymcaerie.org

BRANCH ADVISORY BOARD 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: Executive Director
 814-734-5700

Downtown: Executive Director
 Sean Beers at 814-452-3261, ext. 224 or sbeers@ymcaerie.org

Eastside: Executive Director
 Gayle Magee at 814-899-9622, ext. 227 or gmagee@ymcaerie.org

Glenwood: Executive Director
 Jim McElDowney at 814-868-0867, ext. 234 or jmceldowney@ymcaerie.org

POSITION DESCRIPTIONS

YOUTH COUNCIL

SEASON Ongoing

DESCRIPTION Assist Branch’s Program Director plan and implement new program ideas for the branch’s youth members.

SKILLS & REQUIREMENTS History with the YMCA
Understanding of the Y’s vision and mission

TIME COMMITMENT 2-4 Hours a Month

LOCATION(S) County, Eastside, Glenwood

PROGRAM CATEGORY Policy

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

Eastside: Program Director
Paul Ebert at 814-899-9622, ext. 254 or pebert@ymcaerie.org

Glenwood: Program Director
Simon Teska at 814-868-0867 or steska@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) County, Downtown, Eastside, Glenwood

PROGRAM CATEGORY Internship/Field Studies

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

Downtown: Executive Director
Sean Beers at 814-452-3261 ext. 224 or sbeers@ymcaerie.org

Eastside: Program Director
Paul Ebert at 814-899-9622 or pebert@ymcaerie.org

Glenwood: Program Director
Simon Teska at 814-868-0867 or steska@ymcaerie.org