

INTERN OPENINGS AT METRO ATLANTA YMCA.

It is strongly recommended that you send a cover letter addressed to the person & branch that you are applying to. We prefer to receive your resume by email in a text only file or fax. The internships will remain open until filled. The contact name and number of branches that have openings will be listed below the job. Please contact them directly to apply for a position. Our Job Line number is 404 267 5369. You can also access our jobs on our website www.ymcaatlanta.org
EOE/AA/M/F/V/D

2006

INTERNSHIP POSITIONS -

Includes YMCA membership for duration of internship

FINANCIAL DEVELOPMENT

MET Donor Relations Intern Branch: Metro Atlanta YMCA
Supervisor: Vice President for Capital Development and Major Gifts
Department: Internship

GENERAL FUNCTION:

Under the supervision of the Vice President, the Donor Relations Intern is responsible for providing support to the association's donor cultivation, stewardship and recognition programs. Follows through on the details to execute the plans for communications and events and participates in other association events involving prospects and donors. The intern will work with the Capital Development department team members and related branches and may be in direct contact with major donors to assure that the YMCA complies with donor intentions.

KNOW HOW:

(S)he should understand and appreciate the mission and values of the YMCA movement as well as the programs and services offered. Knowledge of Microsoft Office systems is a plus. As to skills, the incumbent should possess proven written and oral communication abilities; administrative and/or organizational expertise; time management skills; and the capability to apply Project Management principles to multiple tasks simultaneously.

JOB SEGMENTS:

A. Planning

1. Review and understand the administrative and follow-up actions necessary to support the overall donor relations plan which has been developed to support the friend-raising goals and objectives of the association's resource development efforts.
2. Monitor and control the ongoing progress of their project.

B. Donor Relations

1. Assist the development staff with their efforts to work with volunteers and staff to

effectively communicate accurate, relevant information about all YMCA activities and broad public concerns.

2. Assist in the implementation of such tools as: the Behind The Headlines newsletter, communications materials related to the Y-CEO Golf Tournament, print and electronic communications related to Famous Firsts, groundbreakings and Grand Openings, the website, etc. to present the YMCA to its target resource development markets.
3. Assist in developing and preparing the annual donor Holiday Gift and card program.

C. Special Events

1. Assist in implementing the Y-CEO Heritage Invitational Golf Tournament, Famous Firsts events, groundbreakings, Grand Openings, Food For Thought luncheons, etc.
2. Serve as a resource to the director of Branch Capital Campaigns and related branches in supporting the logistics related to their own development-related special events as necessary.

EFFECT ON END RESULT

This position has an impact on the overall effectiveness with which the Metro Atlanta YMCA accomplishes the fund-raising goal of its Resource Development plan. Therefore, the effectiveness of this position should be measured by:

1. The donors and volunteers will better understand the YMCA programs and its charitable role in meeting human service needs locally.
2. The need to devote attention to cultivation, stewardship and recognition of donors and volunteers will gain high awareness among our staff and volunteers.
3. Attitudes of the donors and volunteers toward the YMCA will be improved, changed and strengthened.

Hours: This position will have be open all year long for several opportunities

Send Applications To: Robyn Furness, Vice President for Capital Development and Major Gifts, Metro Atlanta YMCA, 100 Edgewood Ave. N.E., Suite 1100, Atlanta, GA 30303 or email RobynF@ymcaatlanta.org Contact Fax: 404-527-7693 attention: Robyn Furness

Contact Phone: No phone calls please email, mail or fax your resume in.

Posted On: January 5, 2006 10:57 AM Closing Date: December 31, 2006

MARKETING, MEMBERSHIP, COMMUNICATIONS

FCY Bilingual Courtesy Counter Intern Branch: Forsyth County YMCA

General Function:

Under the direction of the Membership Director, a Courtesy Counter/Receptionist intern is responsible for efficiently and effectively carrying out the duties and functions of the Courtesy Counter area. This position must perform duties in accordance with the policies, goals, mission, values and objectives established by the Metropolitan Atlanta YMCA, Branch

Strategic Plan and Member Services Guidelines. Emphasis will be placed on member service, connecting to the Latino population, program knowledge and communication to members and staff.

Know How:

1. A working knowledge of computers
2. Ability to handle multiple tasks, work independently, problem solve, and possess effective time management skills.
3. Must pass the State of Georgia criminal background check.
4. Prefer a minimum of one year or more experience in work relating to customer service, either paid or volunteer.
5. High degree of human relation skills: Ability to effectively communicate and manage information to peers, staff and volunteers in Spanish and English
6. Ability to establish, collaborate and maintain relationships with staff, YMCA members, volunteers, schools and general public.

Must be able to answer the telephones promptly, answer questions when possible and take accurate messages

Salary: Stipend

Send Applications To: Beth Prickett, Forsyth County YMCA, 6050 Y Street, Cumming, GA 30040 or email BethP@ymcaatlanta.org

Contact Fax: 770-888-2708 **Contact Phone:** 770-888-2788

Posted On: March 28, 2006 02:45 PM **Closing Date:** April 27, 2006

HCY Marketing Intern

Branch: Henry County YMCA

Job Description:

Under the supervision, assists in the implementation of communications and related activities for the Henry County YMCA. Helps maintain and increase awareness and support of our programs and special events through the planned development of photographs, news and feature materials, publications and promotional materials.

Qualifications:

- Completion of or working toward a Bachelor's degree in Marketing and/or Public Relations
- Excellent written communication, editing skills, able to use a digital camera and knowledge of its use with a PC
- Competent computer skills: Microsoft Word, Outlook, Power Point and Publisher

Candidates action:

- Write letter of interest
- Send resume'
- Send writing samples
- Send photo samples

YMCA of Metropolitan Atlanta hereby affirms it is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, or age, and provided Equal Employment Opportunity to handicapped individuals, disabled veterans of the Vietnam era. It is also stated that we are honestly representing the positions described above.

Salary: Stipend

Send Applications To: Nicole Motsek, Henry County YMCA, 615 Spraggins Memorial Parkway, Stockbridge, GA 30281 or email NicoleM@ymcaatlanta.org
Contact Fax: 770-507-7751 **Contact Phone:** 770-507-5437
Posted On: March 28, 2006 03:08 PM **Closing Date:** April 27, 2006

BRY Website Intern

Branch: Bransby Outdoor YMCA

I. POSITION SUMMARY:

Under general direction, assist with creating, editing, and proofing website content, creating and checking hyperlinks, inserting and resizing images and developing the YMCA branch websites. Help to increase the effectiveness of the Bransby Outdoor YMCA existing website..

II. MAJOR RESPONSIBILITIES:

1. Create, edit, and proof content of branch websites.
2. Evaluate branch website for ease of use and value.
3. Generate and publish content.

III. QUALIFICATIONS AND PROGRAM:

- A. Education: Recent graduate or current undergraduate student with a concentration in Visual Arts, Communication, English and/or Computer Information Technology.
- B. Experience: Excellent writing and proofing skills required.

Hours: Flexible Salary: Stipend

Send Applications To: Debora Beauford, Bransby Outdoor YMCA Center at Rock Chapel, 1185 Rock Chapel Rd., Lithonia, GA 30058 or email DeboraB@ymcaatlanta.org
Contact Fax: 770-482-1514 Contact Phone: 770-484-9622 Posted On: January 17, 2006 11:21 AM Closing Date: March 30, 2006

BRY Marketing Intern

Branch: Bransby Outdoor YMCA

Job Description:

Under the supervision, assists in the implementation of communications and related activities for the Bransby Outdoor YMCA. Helps maintain and increase awareness and support of our programs and special events through the planned development of photographs, news and feature materials, publications and promotional materials.

Qualifications:

- Completion of or working toward a Bachelor's degree in Marketing and/or Public Relations
- Excellent written communication, editing skills, able to use a digital camera and knowledge of its use with a PC
- Competent computer skills: Microsoft Word, Outlook, Power Point and Publisher

Candidates action:

- Write letter of interest
- Send resume'
- Send writing samples
- Send photo samples

YMCA of Metropolitan Atlanta hereby affirms it is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, or age, and provided Equal Employment Opportunity to handicapped individuals, disabled veterans of the Vietnam era. It is also stated that we are honestly representing the positions described above.

Hours: Stipend varies by length of semester Summer (May-August) 25 – 40

Send Applications To: Debora Beauford, Bransby Outdoor YMCA at Rock Chapel, 1185 Rock Chapel Road, Lithonia, GA 30058 or email DeboraB@ymcaatlanta.org

Contact Fax: 770-482-1514 Contact Phone: 770-484-9622 Posted On: January 17, 2006 11:16 AM Closing Date: March 30, 2006

SEASONAL/CLERICAL

FCY Bilingual Courtesy Counter Intern

Branch: Forsyth County YMCA

General Function:

Under the direction of the Membership Director, a Courtesy Counter/Receptionist intern is responsible for efficiently and effectively carrying out the duties and functions of the Courtesy Counter area. This position must perform duties in accordance with the policies, goals, mission, values and objectives established by the Metropolitan Atlanta YMCA, Branch Strategic Plan and Member Services Guidelines. Emphasis will be placed on member service, connecting to the Latino population, program knowledge and communication to members and staff.

Know How:

1. A working knowledge of computers
2. Ability to handle multiple tasks, work independently, problem solve, and possess effective time management skills.
3. Must pass the State of Georgia criminal background check.
4. Prefer a minimum of one year or more experience in work relating to customer service, either paid or volunteer.
5. High degree of human relation skills: Ability to effectively communicate and manage information to peers, staff and volunteers in Spanish and English
6. Ability to establish, collaborate and maintain relationships with staff, YMCA members, volunteers, schools and general public.

Must be able to answer the telephones promptly, answer questions when possible and take accurate messages

Salary: Stipend **Send Applications To:** Beth Prickett, Forsyth County YMCA, 6050 Y Street, Cumming, GA 30040 or email BethP@ymcaatlanta.org

Contact Fax: 770-888-2708 **Contact Phone:** 770-888-2788 **Posted On:** March 28, 2006 02:45 PM **Closing Date:** April 27, 2006

DDY Bilingual Camp Counselor Intern Branch: Decatur-Dekalb YMCA

General Function:

Under the direction of the Director of Camps and Teens, the Camp intern is responsible for assisting in supervising and running Babysitting Camp, Counselors-in-Training and helping with other day camp activities. All decisions must be guided by the YMCA standards and policies, as well as the Character Values of caring, honesty, respect and responsibility.

Know How:

1. Must be at least 18 years of age.
2. Must possess or obtain First Aid/CPR Training within first 30 days of employment.
3. Must be out-going and possess an interest in the working with children of all ages.
4. Excellent written/verbal skills.

Essential Function:

1. Assist with planning and implementing of camp, including but not limited to, day camp, sports camp, aquatics camp, gymnastics camp, cheerleading camp, babysitting camp, travel camp and music/audio production camp.
2. Assist with planning and implementing of Counselors-In-Training Camp.
3. Assist with overall scheduling of summer camp, including but not limited to, pre-camp, post-camp and day camp.
4. Develop and implement character values and team-building into summer camp.
5. Organize and run camp candy store.
6. Greet and communicate with parents of children involved in the summer camp.
7. Be a good role model.
8. All other duties assigned by Senior Director of Camps and Teens.

Effect of end Result:

Children, teenagers and parents will experience a high quality and fun camp. Youth and teenagers will be supervised at all times. Staff will comply with all rules and regulations of Keeping Kids Safe and YMCA Character Values.

Salary: Stipend **Send Applications To:** Kim Castro, Decatur-Dekalb YMCA, 1100 Clairemont Ave., Decatur, GA 30030 or email KimC@ymcaatlanta.org

Contact Fax: 404-377-4604 attention: Kim Castro **Contact Phone:** 404-377-9622 **Posted On:** March 28, 2006 02:53 PM **Closing Date:** April 30, 2006

DDY Pre & Post Camp Spanish Club Intern

Branch: Decatur-Dekalb YMCA

General Function:

Under the direction of the Director of Camps and Teens, the Camp intern is responsible for assisting in supervising and running Pre camp & Post Camp Spanish Club (teaching basic Spanish) and helping with other day camp activities. All decisions must be guided by the YMCA standards and policies, as well as the Character Values of caring, honesty, respect and responsibility.

Know How:

1. Must be at least 16 years of age.
2. Must possess or obtain First Aid/CPR Training within first 30 days of employment.
3. Must be out-going and possess an interest in the working with children of all ages.
4. Excellent written/verbal skills in Spanish & English

Essential Function:

1. Assist with planning and implementing of camp, including but not limited to, day camp, pre and post camp..
2. Assist with planning and implementing of Spanish Club.
3. Develop and implement character values and team-building into summer camp.
4. Organize and run Spanish Club.
5. Greet and communicate with parents of children involved in the summer camp.
6. Be a good role model.
7. All other duties assigned by Camp Director.

Effect of end Result:

Children, teenagers and parents will experience a high quality and fun camp. Youth and teenagers will be supervised at all times. Staff will comply with all rules and regulations of Keeping Kids Safe and YMCA Character Values.

Salary: Stipend \$100 per week for 20 hours per week, more hours may be available.

Send Applications To: Kim Castro, Decatur-Dekalb YMCA, 1100 Clairemont Ave., Decatur, GA 30030 or email KimC@ymcaatlanta.org **Contact Fax:** 404-377-4604 attention: Kim Castro **Contact Phone:** 404-377-9622 **Posted On:** March 28, 2006 03:06 PM
Closing Date: April 30, 2006

HCY Camp Internship**Branch:** Henry County YMCA**General Function:**

Under the direction of the Camp Director, the Camp intern is responsible for assisting in supervising and running Babysitting Camp, Counselors-in-Training and helping with other day camp activities. All decisions must be guided by the YMCA standards and policies, as well as the Character Values of caring, honesty, respect and responsibility.

Know How:

1. Must be at least 18 years of age. (16 if a Junior Counselor)
2. Must possess or obtain First Aid/CPR Training within first 30 days of employment.
3. Must be out-going and possess an interest in the working with children of all ages.
4. Excellent written/verbal skills.

Essential Function:

1. Assist with planning and implementing of camp, including but not limited to, day camp, sports camp, aquatics camp, gymnastics camp, cheerleading camp, babysitting camp, travel camp and music/audio production camp.
2. Assist with planning and implementing of Counselors-In-Training Camp.
3. Assist with overall scheduling of summer camp, including but not limited to, pre-camp, post-camp and day camp.
4. Develop and implement character values and team-building into summer camp.
5. Organize and run camp candy store.
6. Greet and communicate with parents of children involved in the summer camp.
7. Be a good role model.
8. All other duties assigned by Senior Director of Camps and Teens.

Effect of end Result:

Children, teenagers and parents will experience a high quality and fun camp. Youth and teenagers will be supervised at all times. Staff will comply with all rules and regulations of Keeping Kids Safe and YMCA Character Values

Send Applications To: Nicole Motsek, Henry County YMCA, 615 Spraggins Memorial Parkway, Stockbridge, GA 30281 or email nicolem@ymcaatlanta.org
Contact Fax: 770-507-7751 **Contact Phone:** 770-507-5437 **Posted On:** March 24, 2006 03:24 PM **Closing Date:** April 30, 2006

DDY Youth Sports Intern**Branch:** Decatur-Dekalb YMCA

Assist with organizing Sports program. YMCA program philosophy focuses on fun, building self-esteem and play time (versus heavy competition). Duties include interfacing with parents, helping develop volunteer coaching program and supervising games. Program calls for some evenings and weekends.

Hours: ongoing opportunities.

Salary: Stipend \$100 per week for 20 hours per week, more hours may be available.

Send Applications To: Kathy Myers-Frisbey, Decatur-Dekalb YMCA, 1100 Clairemont Ave., Decatur, GA 30030 or email KathyF@ymcaatlanta.org

Contact Fax: 404-377-4604 attention Kathy Myers-Frisbey

Contact Phone: 404-377-9622 **Posted On:** March 24, 2006 03:35 PM

Closing Date: December 31, 2006

DDY Driver/Assist with refugee youth program Intern

Branch: Decatur-Dekalb YMCA

General Function:

Under the direction of the Volunteer Director assist in picking up program participants, working with other volunteers running the soccer program and transporting the participants safely home.

Know How:

1. Must be at least 21 years of age.
2. A good driving record and YMCA will do a motor vehicle record request.
2. Must possess or obtain First Aid/CPR Training within 30 days of employment.
3. Must be out-going and possess an interest in the working with children of all age.

Essential Function:

1. Responsible for picking up program participants, and bring them to field.
2. Assisting other volunteers help coordinate, and run soccer program.
3. Assist with monitoring field during activity.
4. Transport participants back home safely.
5. Be a good role model
6. All other duties assigned by the Volunteer Director as needed.

Effect of end result:

Refugee youth participants will have an opportunity to participate in a soccer program, and develop soccer skills, increase fitness level, new friend, build teamwork, and most of all have FUN!

Salary: Stipend **Send Applications To:** Janice Mathews, Decatur-Dekalb YMCA, 1100 Clairemont Ave., Decatur, GA 30030 or email JaniceM@ymcaatlanta.org

Contact Fax: 404-377-4604 - Janice Mathews **Contact Phone:** 404-377-9622 **Posted On:** March 24, 2006 02:49 PM **Closing Date:** April 30, 2006

HCY Assistant Camp Director Intern Branch: Henry County YMCA

GENERAL FUNCTION:

Responsible for assisting in the achievement of the goals of the day camp through planning and implementing activities which provide guidance, leadership, values education and enjoyment for children served by the camp. The Assistant Camp Director intern

is responsible for the safety and well-being of children in his/her care. This is a perfect opportunity to experience delivery and programming prior to graduation.

SUCCESSFUL CANDIDATES WILL:

- Be Able to provide sound, caring and positive leadership for children
- Assist with and be able to recognize and implement safety standards in all program activities.
- Assist with and be able to participate effectively with other staff in planning and implementing creative, fun camp activities.
- Have a good understanding of the mission and values of the YMCA and be able to demonstrate and teach from those values.
- Pass a criminal background check using State of Georgia guidelines.
- Assist in the overall program content of sports camp.
- Assist in creating new program content, as well as uphold existing program curriculum.
- The Assistant Camp Director intern will be expected to assist in supervising all camp counselors and ensure that they are on task and successfully completing the activity at hand.
- They will be expected to travel around the day camp site, assisting in the supervision of all program and activity areas.

The Assistant Camp Director intern will assist in collecting rosters and schedules.

Hours: May - August Salary: Stipend Send Applications To: Justin Conner, Henry County YMCA, 615 Spraggins Memorial Parkway, Stockbridge, GA 30281 or JustinC@ymcaatlanta.org

Contact Phone: 770-507 KIDS Posted On: January 20, 2006 12:00 AM

Closing Date: March 30, 2006

HCY Youth Sports Intern

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Branch: Henry County YMCA

Youth Sports Intern

Assist with organizing Spring and Fall - U6 Soccer and T-Ball program. YMCA program philosophy focuses on fun, building self-esteem and play time (versus heavy competition). Duties include interfacing with parents, helping develop volunteer coaching program and supervising games. Program calls for two eves per week and Saturday mornings. Hours: Stipend...\$50 /week (based on 10-hour week)

Send Applications To: Justin Conner, Henry County YMCA, 615 Spraggins Memorial Parkway, Stockbridge, GA 30281 or JustinC@ymcaatlanta.org

Contact Phone: 770-507-5437 Posted On: January 20, 2006 12:00 AM

Closing Date: April 30, 2006

TGY Swim Instructor Intern

Branch: J.M. Tull Gwinnett Family YMCA

We need a swim instructor intern that can assist with teaching swim lessons. Previous swim instruction experience is preferred but not a requirement. Must know how to swim and be able to demonstrate. Must be bilingual in Spanish & English.

Salary: Stipend

Send Applications To: Chip Johnston, J.M. Tull Gwinnett Family YMCA, 2985 Sugarloaf Parkway, Lawrenceville, GA 30045 or email ChipJ@ymcaatlanta.org

Contact Fax: 770-963-6037 attention Chip Johnston

Contact Phone: 770-963-1313 **Posted On:** March 24, 2006 03:44 PM

Closing Date: April 30, 2006

YSY Preschool Learn to Swim Intern

Branch: Andrew & Walter Young Southwest YMCA

Supervisor: Aquatic Coordinator

Department: Intern

We need a preschool swim instructor intern that can assist with teaching swim lessons. Previous swim instruction experience is preferred but not a requirement. Must know how to swim and be able to demonstrate.

Salary: Stipend

Send Applications To: Monteil Nottage, Andrew & Walter Young Family YMCA, 2220 Campbellton Rd., Atlanta, GA 30311 or email MonteilN@ymcaatlanta.org

Contact Fax: 404-756-0959 - attention Monteil Nottage

Contact Phone: 404-753-4169 **Posted On:** March 24, 2006 03:53 PM

Closing Date: April 30, 2006

BRY Clerical Summer Intern

Branch: Bransby Outdoor YMCA

General Function:

Under the direction of the Senior Program Director, the Administrative Support intern is responsible for providing support to the business office support and overall branch operations. He/She must have strong administrative skills, which include Written/Verbal Communication, Computer Skills and Multi-task Oriented. All decisions must be guided and supported by the goals of the YMCA .

Know How:

1. Must be 21 years of age or older.
2. Have at least 2-5 years administrative support experience.
3. Excellent verbal/written skills.
4. Excellent computer skills – Word, Excel, Power Point and Publisher
5. Must be multi-task oriented
6. Knowledge and experience in YWARE preferred.

Essential Functions:

1. Submit all Human Resource related documents to the Metro Office.
2. Submits bi-weekly payrolls to the Metro Office within the time required.
3. Processes the final submittal of all invoices to the Metro Office for payment.
4. Submit daily revenue drops to the bank as required.
5. Assist in the preparation of weekly branch staff meetings and board meetings.
6. Perform other duties as assigned as it relates to branch operations.

Ergonomic Requirements: Bending, stooping, standing, lifting up to 40 pounds, seeing, verbal communication and hearing.

Salary: Stipend Send Applications To: Debora Beauford, Bransby Outdoor YMCA at Rock Chapel, 1185 Rock Chapel Road, Lithonia, GA 30058 or email DeboraB@ymcaatlanta.org
Contact Fax: 770-482-1514 Contact Phone: 770-484-9622 Posted On: January 20, 2006
11:17 AM Closing Date: March 31, 2006

BRY Sports Intern

Branch: Bransby Outdoor YMCA

GENERAL FUNCTION:

Under direction of the Sports Director, the Sports/Camp Associate intern will assist in the development, implementation, administration, and evaluation of the youth and adult sports and summer camp. This position must perform program responsibilities in accordance with the policies, goals, mission, values and objectives established by the Metropolitan Atlanta YMCA and the YMCA Youth Sports and Day Camp Philosophy.

KNOW HOW:

- High degree of human relation skills: Ability to effectively communicate and manage information to peers, staff and volunteers
- Ability to establish, collaborate and maintain relationships with staff, YMCA members, volunteers, schools, community partners and the general public.
- Basic knowledge of sports leagues and camp administration.
- Exemplify YMCA ideals and leadership qualities.
- A working knowledge of computers: MS Word, MS Excel, database management.
- Ability to handle multiple tasks, work independently, problem solve and possess effective time management skills.
- Must obtain state approved First Aid, CPR/AED and other required certifications within 90 days of employment.
- Pass the State of Georgia criminal background check.

ESSENTIAL FUNCTIONS:

- Help recruit, train, supervise and evaluate program volunteers.
- Market all programs on a regular basis.
- Schedule & maintain facilities / equipment in program areas to the highest level of efficiency.
- Participate in the annual branch Partner with Youth campaign.
- Implement daily program tasks related to accomplishing program goals.
- Stay educated and current on issues regarding camp & sports programs.
- Maintain accurate statistical reports.
- Manage delivery of related programs to exceed YMCA standards and program objectives. *Include Character building Initiatives whenever possible.
- Maintain branch and association certifications in CPR/AED, First Aid, Blood-borne Pathogens, Metro Atlanta YMCA new staff orientation, branch orientation

and Emergency procedures.

- Assist as needed in other areas in order to accomplish branch/association objectives.
- Additional duties as deemed necessary by the Sports Director.

ERGONOMIC REQUIREMENTS:

Bending, stooping, standing, lifting up to 50 pounds, seeing, verbal communication, hearing, 20% keyboard input, some sitting.

EFFECT ON END RESULT:

This position has a direct impact on the continued effectiveness of the YMCA in the community as well as on its membership. The effectiveness can be measured by:

- The perceived quality of YMCA programs / services by members and the community at large.
- The amount of participant satisfaction & growth in each program and new programs added.
- The increased involvement of new volunteers.

This has the potential for future part-time or full-time employment

Hours: Stipend 20 hours per week is \$100, 30 hour per week is \$150 per week.

Send Applications To: Debora Beauford, Bransby Outdoor YMCA Center at Rock Chapel, 1185 Rock Chapel Rd., Lithonia, GA 30058 or email DeboraB@ymcaatlanta.org

Contact Fax: 770-482-1514 Contact Phone: 770-484-9622 Posted On: January 5, 2006 12:00 AM Closing Date: February 28, 2006

CAY Music Camp Lead Counselor Intern Branch: Cowart Family Ashford Dunwoody
YMCA

General Function:

Under the direction of the Assistant Camp Directors and Camp Director, the Music Camp Lead Counselor is responsible for leading his/her assigned group in various planned activities to support the overall goals of the Music Camp. This person will have to plan and create professional music and technological based activities for the students on a regular basis. The goals include campers gaining knowledge and experience in music and technology through the completion of various projects. In addition, he or she will have to develop concrete lesson plans centered around the supplies and software in the CAY Media Center i.e. (iDVD, Final Cut Pro, PhotoShop, Garage Band, recording and visual arts). The Music Camp Lead Counselor along with a Music Camp Counselor will have to take up to 16 campers swimming twice a week and will have to help with arts and craft projects. The Lead Counselor may be asked to facilitate a field trip that relates to the general function of the camp.

Know How:

1. Must be 21 years of age or older.
2. Must possess a High School Diploma or equivalent, 2 yrs. of college preferred.
3. Must have at least 1 year experience with Mac Computers, Final Cut Pro, Garage Band, PhotoShop, and media recording including radio and television broadcasting.
4. College education centered around music and technology is preferred
5. Must complete a satisfactory criminal record check.
6. Prior experiences working with children in a group setting is preferred.
7. Excellent English verbal/written communication skills.

8. Must have a clean driving record

Essential Functions:

1. Create an environment that provides various activities and instruction.
2. Take daily attendance at the start of the program
3. Assure the children are safe and secure at all times.
4. Establish open lines of communication with camp directors.
5. Establish open lines of communication between yourself and families.
6. Provide children with assistance in completing assignments.
Plan and implement ideas for the program according to the Music Camp guidelines.
8. Consult with the Directors on concerns related to camper(s) development or behavior.
9. Perform other duties as related to the delivery of a quality summer camp program.

Ergonomic Requirements: Running, jumping, actively playing with the children, bending, stooping, standing, lifting up to 40 pounds, seeing, verbal communication in English, and hearing.

Effect of end Result:

Children and Families will experience a high quality music camp during our summer program. Children will be supervised at all times. Staff will comply with all rules and regulations of the YMCA.

Hours: 9:00AM-2:00PM Monday- Friday Salary: Stipend

Send Applications To: Ziggy Asfaw, Cowart Family/Ashford Dunwoody YMCA, 3692 Ashford Dunwoody Rd., Atlanta, GA 30319 or email ZiggyA@ymcaatlanta.org

Contact Fax: 770-451-2217 Contact Phone: 770-451-9622

Posted On: January 17, 2006 11:05 AM Closing Date: March 30, 2006

CAY Music Camp Counselor Intern Branch: Cowart Family Ashford Dunwoody YMCA

General Function:

Under the direction of the Lead Counselor and Camp Directors, the Music Camp counselor is responsible for helping lead the music campers in various planned activities to support the overall goals of the camp. This person will have to assist in planning and creating professional music and technological based activities for the students on a regular basis. In addition, he or she will have to develop concrete lesson plans centered around the supplies and software in the CAY Media Center i.e. (iDVD, Final Cut Pro, PhotoShop, Garage Band, recording and visual arts). The Music Camp Counselor along with the lead counselor will have to take up to 16 campers swimming twice a week and will have to help with arts and crafts projects. The counselor may be asked to help facilitate a field trip that relates to the general function of the camp.

Know How:

1. Must be 18 years of age or older.
2. Must possess a High School Diploma or equivalent, 2 yrs. of college preferred.
3. Must have at least 1 year experience with Mac Computers, Final Cut Pro, Garage Band, PhotoShop, and media recording including radio and television broadcasting.
4. College education with a major relating to music and technology is preferred
5. Must complete a satisfactory criminal record check.

- 6 Prior experience working with children in a group setting is preferred.
7. Excellent English verbal/written communication skills.

Essential Functions:

1. Create an environment that provides various activities and instruction.
2. Take daily attendance at the start of the program
3. Assure the children are safe and secure at all times.
4. Establish open lines of communication with lead counselor and camp directors.
5. Establish open lines of communication between yourself and families.
6. Provide children with assistance in completing assignments.
Assist in planning and implementing the program according to the CAY summer camp guidelines.
8. Consult with the Directors on concerns related to camper(s) development or behavior.
9. Perform other duties as related to the delivery of a quality summer camp program.

Ergonomic Requirements: Running, jumping, actively playing with the children, bending, stooping, standing, lifting up to 40 pounds, seeing, verbal communication in English, and hearing.

Effect of end Result:

Children and Families will experience a high quality music camp during our summer program. Children will be supervised at all times. Staff will comply with all rules and regulations of the YMCA.

Hours: 9:00AM-2:00PM Monday- Friday Send Applications To: Ziggy Asfaw, Cowart Family/Ashford Dunwoody YMCA, 3692 Ashford Dunwoody Rd., Atlanta, GA 30319 or email ZiggyA@ymcaatlanta.org Contact Fax: 770-451-2217 Contact Phone: 770-451-9622
Posted On: January 17, 2006 10:59 AM Closing Date: March 30, 2006

CAY Camp Internship
of Metropolitan Atlanta

Branch: Cowart Family Ashford Dunwoody YMCA

Supervisor: Senior Director of Camps and Teens
Department: Internship

General Function:

Under the direction of the Senior Director of Camps and Teens, the Camp intern is responsible for assisting in supervising and running Babysitting Camp, Counselors-in-Training and helping with other day camp activities. All decisions must be guided by the YMCA standards and policies, as well as the Character Values of caring, honesty, respect and responsibility.

Know How:

1. Must be at least 21 years of age.
2. Must possess or obtain First Aid/CPR Training within first 30 days of employment.
3. Must be out-going and possess an interest in the working with children of all ages.
4. Excellent written/verbal skills.

Essential Function:

1. Assist with planning and implementing of camp, including but not limited to, day

- camp, sports camp, aquatics camp, gymnastics camp, cheerleading camp, babysitting camp, travel camp and music/audio production camp.
2. Assist with planning and implementing of Counselors-In-Training Camp.
 3. Assist with overall scheduling of summer camp, including but not limited to, pre-camp, post-camp and day camp.
 4. Develop and implement character values and team-building into summer camp.
 5. Organize and run camp candy store.
 6. Greet and communicate with parents of children involved in the summer camp.
 7. Be a good role model.
 8. All other duties assigned by Senior Director of Camps and Teens.

Effect of end Result:

Children, teenagers and parents will experience a high quality and fun camp. Youth and teenagers will be supervised at all times. Staff will comply with all rules and regulations of Keeping Kids Safe and YMCA Character Values.

Hours: Monday-Friday 7:00am-6:30pm; 40 hours a week; Shifts vary on availability and needs. Send Applications To: Claire Stroup, Senior Director of Camps and Teens, Cowart Family Ashford Dunwoody YMCA, 3692 Ashford Dunwoody Road, Atlanta, GA 30319 or email at claires@ymcaatlanta.org. Contact Fax: 770-451-2217 Contact Phone: 770-451-9622
Posted On: January 5, 2006 10:35 AM Closing Date: March 30, 2006

DDY Summer Camp Intern

Branch: Decatur-Dekalb YMCA

General Function:

Under the direction of the Director of Camps and Teens, the Camp intern is responsible for assisting in supervising and running Babysitting Camp, Counselors-in-Training and helping with other day camp activities. All decisions must be guided by the YMCA standards and policies, as well as the Character Values of caring, honesty, respect and responsibility.

Know How:

1. Must be at least 21 years of age.
2. Must possess or obtain First Aid/CPR Training within first 30 days of employment.
3. Must be out-going and possess an interest in the working with children of all ages.
4. Excellent written/verbal skills.

Essential Function:

1. Assist with planning and implementing of camp, including but not limited to, day camp, sports camp, aquatics camp, gymnastics camp, cheerleading camp, babysitting camp, travel camp and music/audio production camp.
2. Assist with planning and implementing of Counselors-In-Training Camp.
3. Assist with overall scheduling of summer camp, including but not limited to, pre-camp, post-camp and day camp.
4. Develop and implement character values and team-building into summer camp.
5. Organize and run camp candy store.
6. Greet and communicate with parents of children involved in the summer camp.
7. Be a good role model.
8. All other duties assigned by Senior Director of Camps and Teens.

Effect of end Result:

Children, teenagers and parents will experience a high quality and fun camp. Youth and teenagers will be supervised at all times. Staff will comply with all rules and regulations of

Keeping Kids Safe and YMCA Character Values.

Hours: May – August Salary: stipend Send Applications To: Kim Castro, Decatur-Dekalb YMCA, 1100 Clairemont Ave., Decatur, GA 30030 or email KimC@ymcaatlanta.org

Contact Fax: 404-377-4604 attention: Kim Castro

Contact Phone: 404-377-9622 Posted On: January 27, 2006 02:40 PM

Closing Date: April 30, 2006

FPY Summer Camp Intern

Branch: Robert D. Fowler YMCA

General Function:

Under the direction of the Camp Director, the Camp intern is responsible for assisting in supervising and running different camp programs and helping with other day camp activities. All decisions must be guided by the YMCA standards and policies, as well as the Character Values of caring, honesty, respect and responsibility.

Know How:

1. Must be at least 21 years of age.
2. Must possess or obtain First Aid/CPR Training within first 30 days of employment.
3. Must be out-going and possess an interest in the working with children of all ages.
4. Excellent written/verbal skills.

Essential Function:

1. Assist with planning and implementing of camp, including but not limited to, day camp,
2. Assist with planning and implementing of Counselors-In-Training Camp.
3. Assist with overall scheduling of summer camp, including but not limited to, pre-camp, post-camp and day camp.
4. Develop and implement character values and team-building into summer camp.
5. Greet and communicate with parents of children involved in the summer camp.
6. Be a good role model.
7. All other duties assigned by Director of Camps

Effect of end Result:

Children, teenagers and parents will experience a high quality and fun camp. Youth and teenagers will be supervised at all times. Staff will comply with all rules and regulations of Keeping Kids Safe and YMCA Character Values.

Send Applications To: Robert Giglio, Robert D. Fowler YMCA, 5600 West Jones Bridge Rd., N orcross, GA 30092 or email RobertG @ymcaatlanta.org

Contact Fax: 770-246-0235 **Contact Phone:** 770-246-9622

Posted On: February 27, 2006 12:02 PM **Closing Date:** April 30, 2006