

Winona Family YMCA - Internship Description

Internship: Aquatic Management
Reports To: Aquatics & Safety Director
Hours Required: Flexible
Location: Winona Family YMCA, 902 Parks Ave, Winona, MN 55987
Revision Date: 8/21/24



Position Summary:

Assisting the Aquatics & Safety Director with project management, budgeting, staff development and implementing quality aquatic programming. This internship is geared toward a student looking to gain some experience in management.

Essential Functions:

1. Assists the Aquatics & Safety Director in creating and implementing an Emergency Action Plan.
2. Supports the operational growth of aquatic programs through program expansion and development based on community needs.
3. Connects with community organizations to create new partnerships.
4. Assists in the creation of marketing materials.
5. Observes the recruitment, hiring, training, supervision and development of staff.
6. Provides administrative support.
7. Assists the Aquatics & Safety Director in managing and monitoring the operating budget.
8. Assists with aquatics programming.
9. Adheres to job safety practices and risk management protocols per the Volunteer Handbook and Emergency Response Plan, including child abuse prevention standards and mandated abuse reporting requirements, to create and maintain a safe and secure environment for all.
10. Performs other related duties as assigned.

Required Qualifications:

1. Must be able to pass a background check.
2. Must be 18 years or older.
3. Pursuing a Bachelor's degree in a related field or equivalent combination of education and experience.
4. Must be able to obtain or become certified in First Aid/CPR.
5. Excellent written and verbal communication skills required.
6. Strong skills in the ability to interact, work with and motivate people in a positive manner.
7. Management skills to analyze programs, policies and operational needs.

Desired Qualifications:

1. Previous experience in aquatics or recreation field.

Compensation & Benefits:

1. Opportunity to become a certified Lifeguard & Swim Instructor through this internship.
2. YMCA membership including 24/7 access during the internship.
3. Receive a great experience working in the non-profit sector with one of the nation's largest non-profit organizations.
4. Although this internship is unpaid, we will work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through their degree program.

Contact Information:

Suzanne Redepinning
Grants and Fundraising Director
507-454-1520 (ext 106)
sredepinning@winonaymca.org

Application Process:

- YMCA Internship Application (found at www.winonaymca.org/volunteer)
- Cover letter
- Resume