

Organization: Duluth Area Family YMCA

Internship: **Recreation Specialist-Aquatics**

Reports To: Aquatics Director

Hours Required: Flexible

Location: The Y at the Essentia Wellness Center in Hermantown



The Y: We're for youth development, healthy living and social responsibility.

Position Summary:

Assisting the Aquatics 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. Supports the operational growth of aquatic programs through program expansion and development based off of community needs.
2. Connect with community organizations to create new partnerships for swimming & lessons.
3. Assist in the management of swimming lessons.
4. Observes the recruitment, hiring, training, supervision and development of staff.
5. Provide administrative support.
6. Assists the Aquatics Director in managing and monitoring the operating budget.
7. May assist in the creation of marketing materials.

Required Qualifications:

1. Pursuing a Bachelor's degree in related field or equivalent combination of education and experience.
2. Must be able to obtain or become certified in CPR/AEC and First Aid (we will provide the certification if you are not currently certified).
3. Excellent written and verbal communication skills required.
4. Strong skills in the ability to interact, work with and motivate people in a positive manner.
5. Management skills to analyze programs, policies and operational needs.

Desired Qualifications:

1. Previous experience in aquatics or recreation field.
2. Lifeguard certification

Compensation:

Interns do receive a YMCA membership during their internship. They also will receive a great experience working in the non-profit sector with one of the largest non-profit organizations in the nation. 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 his/her degree program.

Contact Information:

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Application Process:

- YMCA Internship Application (found at www.duluthymca.org)
- Cover Letter
- Resume
- Two letters of recommendation