CHLID CARE SERVICES (CCS)

**Associate Administrator**  $37,000/yr.

**CCS Central 1600 N. Brown**

40 hrs. M-F 8am-5pm, Some Saturdays

Under general senior management supervision, coordinates and administers assigned areas of the Child Care Services program to assure quality child care services delivery in six counties of the Upper Rio Grande Valley.

**EDUCATION:** Bachelor’s degree required. Master's degree preferred.

**EXPERIENCE:** Five (5) years’ direct experience in management and working with the public including supervisory experience with multiple departments and/or contracts required, or any combination of experience and training that provides the required knowledge, skills and abilities.

**OTHER REQUIREMENTS:** Experience in administration of a budget and ability to direct large staff essential. Must have analytical ability and be detailed oriented. Must be well organized and be able to handle multiple priorities. Excellent verbal and written communication skills required. Excellent interpersonal skills required, with ability to interact at all levels. Must be able to work under pressure with constant interruptions. Must be able to work independently and autonomously. Must be able to make sound judgments, have excellent decision making skills, and possess strong conflict resolution skills. Must be familiar with operation of personal computer and have knowledge of MS Office software. Must have access to vehicle and possess valid driver’s license and sufficient liability insurance.

**Accounting Clerk 111**  $9/hr.

**CCS Central 1600 N. Brown**

40 hrs. M-F 8am-5pm

Under immediate supervision, performs accounting duties such as provider billings and accuracy verification.

**EDUCATION:** High School graduate or equivalent required.

**EXPERIENCE:** Three (3) years related experience; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

**OTHER REQUIREMENTS:** Experience in bookkeeping and business math preferred. Experience with MS Office software.

Must be able to perform a volume of numerical detail work and computations with reasonable speed and accuracy. Ability to prepare and maintain records in a systematic, neat, legible manner required. Must have communication skills necessary to understand and follow verbal and written instructions and technical terminology. Requires initiative and ability to work under pressure. Ability to exercise independent analysis and good judgment required Bilingual abilities in English/Spanish preferred. Must have access to vehicle and possess valid driver’s license and sufficient liability insurance.

**Program & Provider Cord. Rural Counties**  $12/hr.

* Presidio, TX

20 hrs. M-F

Under general supervision provides comprehensive customer services to all families needing Child Care Services in Brewster, Culberson, Presidio and Jeff Davis Counties of Texas. Conducts eligibility for low income families and recruits and coordinates documentation and communications for both regulated and relative providers within these counties.

**EDUCATION:** Associate’s Degree in education, child psychology, child development, human services, social work or a related field, or 60 credit hours towards a Bachelor’s degree in a related field.

**EXPERIENCE:** Three (3) years general office, customer service or administrative; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

**OTHER REQUIREMENTS:** Good math skills required. Excellent verbal communication skills required, including telephone and conversational skills. Excellent interpersonal skills required, with ability to deal with clients, providers and Workforce Partners tactfully and courteously. Must be well organized and be able to work under pressure. Must be able to make sound judgments. Must be familiar with operation of personal computer and have knowledge of MS Office software. Bilingual abilities in English/Spanish preferred. Must have access to vehicle and possess valid driver’s license and sufficient liability insurance and be able to drive to El Paso or other portions of the service area several times annually.
Employment Opportunities
Week of: May 2, 2016
201 E. Main Street, Suite 400 El Paso, TX 79901
(915)519-0000
Applications accepted online at www.ywcaelpaso.org

It is the policy of the YWCA El Paso del Norte to afford equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law.

**CUSTODIAN**

**Summer Custodian**

*June – August*

- Shirley Leavell Branch 10712 Sam Snead
  - 25rs. M-Th 3pm-8pm, Fri. 2pm-7pm
- Myrna Deckert Branch 9135 Stahala
  - 25rs. M-Th 3pm-8pm, Fri. 2pm-7pm

Under direct supervision performs cleaning/janitorial and maintenance duties at YWCA El Paso del Norte Region Facilities.

**EDUCATION:** High school graduate or equivalent required.

**EXPERIENCE:** Six (6) months janitorial experience required, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential job functions.

**OTHER REQUIREMENTS:**
- Interprets, role models, and enables the YWCA’s mission, hallmark programs, leadership core values, and racial justice core values to employees and the public. Follows all YWCA policies and procedures, including safety procedures, at all times. Communicates with all levels of staff and public as appropriate to the job. Conducts and attends meetings and training sessions as required. Responsible for all equipment, supplies, documents and materials related to job. Communicates all problems and questions to supervisor. Complies with all federal, state, and local regulations. Assures proper storage of all records. May perform duties of assigned staff as needed; and performs other duties as required by supervisor.

**GUEST RELATIONS**

**Guest Relations Representative Floater**

*Temporary summer position*

All 5 locations in El Paso

25hrs. M-F 8am-5pm

Under general supervision, greets and interacts with the public including participants, visitors, and staff. Answers routine questions and provides information and support services concerning current YWCA program activities. Handles branch cash transactions. Performs a variety of clerical and administrative duties to support program activities, including enrollment and sales duties.

**EDUCATION:** High school graduate or equivalent required.

**EXPERIENCE:** One (1) year customer service experience; or equivalent combination of experience and training that provides the required knowledge, skills and abilities required.

**OTHER REQUIREMENTS:** Excellent verbal and written communication skills required, including knowledge of and use of business English and spelling. Must be able to ensure compliance with YWCA standards, policies and procedures as needed. Excellent interpersonal skills required, with the ability to interact at all levels. Must be able to establish and maintain effective working relationships with fellow employees and the general public. Ability to interact with members promptly and courteously required. Working knowledge of PC and MS Office software required. Must have working knowledge of common office practice and procedures. Must be able to perform arithmetical computations. Must be able to maintain high standards for confidentiality. Must be able to follow written and verbal instructions. Must display positive attitude and composure. Must wear appropriate clothing and attire consistent with position for a professional appearance to meet agency standards. Must be well organized and able to handle multiple priorities and be able to work under pressure with constant interruptions. Must be able to work independently and autonomously. Must be able to make sound judgments. Must have access to vehicle and possess a valid driver’s license with adequate liability insurance. Must be fluent in English/Spanish. Must have current certifications for CPR and first aid within 30 days of employment.

**SCHOOL AGE PROGRAM**

**STEM Math Tutor**

Various locations around El Paso (20-25 hrs.) M-F

Under direct supervision, provides tutoring and mathematical enhancement activities in selected after school sites and summer camps.

**EDUCATION:** Currently enrolled in Associate’s or Bachelor’s degree program. Mathematics background preferred.

**OTHER REQUIREMENTS:** Must be at least 18 years of age. Must meet the requirements relating to Background Checks outlined by TDFPS. Complete a notarized Licensing Affidavit for Applicants for Employment form. Complete orientation to operation as specified in TDFPS Minimum Standards. Must have an interest in children. Must be able to motivate, engage and inspire children while remaining sensitive to their needs and capabilities. Ability to be creative and resourceful required. Must be able to cope with emergencies. Must have effective verbal and written communication skills. Excellent interpersonal skills required, with ability to interact at all levels. Must be able to work under pressure with interruptions. Must be able to work...
independently and autonomously as required. Must be able to make sound judgments. Bilingual capabilities in English/Spanish preferred. Must be familiar with operation of personal computer and data entry. Must have access to vehicle and possess valid driver's license and sufficient liability insurance. Must supply physician statement of current negative TB test and freedom from communicable diseases.

Activity Leader $8/hr.

- Northeast (20 hrs) M-F 2:30pm-6:30pm (1 position)
- West (20 hrs) M-F 2:30pm-6:30pm (1 position)
- Socorro (20 hrs) M-F 2:30pm-6:30pm (positions)
- Ysleta (20 hrs) M-F 2:30pm-6:30pm (1 position)

Under direct supervision, provides supervised after school and summer activities at a school location and YWCA program locations for children five (5) years of age and older.

EDUCATION: High school graduate or equivalent required.

EXPERIENCE: At least one year of experience in a licensed operation or similar experience as specified in the Minimum Standards for School Age and before or After School Programs. Seventy (70) clock hours of training in child or youth development, recreational leadership, or management leadership as specified in the Minimum Standards for School Age and before or After School Programs.

OTHER REQUIREMENTS: Must have an interest in children. Must be able to motivate children while remaining sensitive to their needs and capabilities. Ability to be creative and resourceful required. Must be able to maintain physical stamina for several hours. Must be able to cope with emergencies. Must have effective verbal and written communication skills. Excellent interpersonal skills required, with ability to interact at all levels. Must be able to work under pressure with interruptions. Must be able to work independently and autonomously as required. Must be able to make sound judgments. Bilingual capabilities in English/Spanish preferred. Must be familiar with operation of personal computer and data entry. Must have access to vehicle and possess valid driver's license and sufficient liability insurance. Must have current certifications for CPR, first aid and food handling. Must maintain these certifications throughout employment. Must supply physician statement of current negative TB test and freedom from communicable diseases. Must be able to read, write and communicate in English.

Activity Aide $7.80/hr.

- West 2:30pm-6:30pm (20 hrs) (1 position)
- West (20 hrs) M-F 2:30pm-6:30pm (1 position)
- Socorro (20 hrs) M-F 2:30pm-6:30pm (4 positions)

Provides supervised homework help, activity, enrichment and recreation for children five (5) years of age and older.

EDUCATION: High school graduate or equivalent required.

EXPERIENCE: Three (3+) months experience working with children in recognized setting; or any equivalent combination of experience and/or training providing required knowledge, skills, abilities.

OTHER REQUIREMENTS: 18+ years old. Must have interest in children and be able to motivate children while remaining sensitive to their needs and capabilities. Bilingual English/Spanish preferred. Familiar with operation of PC and data entry. Access to vehicle with required liability insurance and valid driver's license. Must have and maintain current certifications for CPR, first aid and food handling. Must have Physician’s statement of freedom from communicable diseases. Must be able to read, write and communicate in English.

EARLY LEARNING CENTERS

Teacher $8.50/hr.

- Presidio TX

Under direct supervision, provides a variety early childhood classroom teaching and learning activities at assigned site for children from birth to 12 years old. Coordinates work of Assistant Teachers.

EDUCATION: High school graduate or equivalent required.

EXPERIENCE: Six (6) months experience working with and around children in a care or educational setting; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities required.

OTHER REQUIREMENTS: Must be at least 18 years of age. Willingness to follow direction from superiors required. Love of children, patience, stamina and flexibility required. Must be able to cope with emergencies and mediate or resolve disputes. Must be

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Employment Opportunities Week of: May 2, 2016

201 E. Main Street, Suite 400 El Paso, TX 79901 (915)519-0000

Applications accepted online at www.ywcaelpaso.org
a self-starter, have creative energy, and be enthusiastic. Must be well organized and be able to handle multiple priorities. Effective verbal and written communication skills required. Excellent interpersonal skills required. Must be able to work under pressure with interruptions. Must be able to make sound judgments. Bilingual capabilities in English/Spanish preferred. Must be able to read, write and communicate in English. Must acquire CPR, first aid and food handling certifications. Must maintain these certifications throughout employment. Must supply physician statement of current negative TB test and freedom from communicable diseases. Must be able to read, write and communicate in English.

**Teacher Assistant** $8.00/hr.

- University Heights ELC (20hrs) 2 positions
- Mabee ELC 10712 Sam Snead (20hrs)
- Presidio, TX

Under immediate supervision, assists in a classroom for children birth to 12 years old with a variety of routine record keeping and teaching activities, child health, safety and developmental tasks and compliance with all policies and regulations.

**EDUCATION:** High school graduate or equivalent required.

**EXPERIENCE:** Experience working with and around children in a care or educational setting; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities preferred.

**OTHER REQUIREMENTS:**
- 18+ years old. Love of children, patience, stamina and flexibility. Creative energy, enthusiastic, able to handle multiple priorities. Must be able to cope with emergencies and mediate or resolve disputes. Must acquire CPR, first aid and food handling certifications. Must maintain these certifications throughout employment. Must supply physician statement of current negative TB test and freedom from communicable diseases. Must be able to read, write and communicate in English.

**Assistant Cook** $7.75/hr.

*Temporary summer camp*

- Kastrin ELC 9135 Stahala (30hrs)
- Mabee ELC 10712 Sam Snead (30hrs)

University Heights ELC (40hrs)

Under immediate supervision, assists in preparation and service of food for children in a child development program. Utilizes recipes, menus and proper measurements and mixtures while following established food services guidelines and USDA standards.

**EDUCATION:** High school graduate or equivalent required.

**EXPERIENCE:** Six (6) months institutional food service experience preferred; or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

**OTHER REQUIREMENTS:**
- Must be at least 18 years of age. Knowledge of simple arithmetic required, with ability to make basic computations. Ability to follow directions and routines required. Must be able to cook and serve food for large groups. Must have an interest in children. Ability to be creative and resourceful required. Must be able to cope with emergencies Must be able to work under pressure with interruptions. Must be able to read, write, understand and communicate in English. Must acquire current certifications for CPR, first aid and food handling within 30 days of employment. Must maintain these certifications throughout employment. Must supply physician statement of current negative TB test and freedom from communicable diseases.

**FITNESS, AQUATICS, LEISURE**

**Leisure Leader Instructors**

for Music, Dance, Gymnastics

<table>
<thead>
<tr>
<th>Certification Type</th>
<th>Salary</th>
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<tbody>
<tr>
<td>National Certification</td>
<td>$13.00</td>
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<tr>
<td>In House Certification</td>
<td>$10.00</td>
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<tr>
<td>Non Certified</td>
<td>$7.25</td>
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</tbody>
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- Katharine W. Harvey Branch 313 Bartlett
  - M-T @5pm (Gymnastics)
  - M & W 5pm-7pm (Ballet/Dance)
- Shirley Leavell Branch 10712 Sam Snead
  - 3rs. Weekday Evenings & Sat. (ballet)

Under general supervision, teaches and coordinates a leisure learning program, maintaining safety and technical standards that lead to a quality program providing positive experiences for student in developing new skills, improving self-image and having fun.

**EDUCATION:** High school graduate or equivalent preferred.

**EXPERIENCE:** Music Instructor: Minimum four (4) years training in music required. Two (2) years previous experience in music instruction, teaching or tutoring preferred. Background in
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201 E. Main Street, Suite 400 El Paso, TX 79901
(915)519-0000
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either Music Learning Theory or Comprehensive Musicianship preferred. Must know music terminology and theory. **Dance Instructor:** Three (3) years specialized training in multi-disciplined education preferred. Two (2) years previous experience providing dance instruction, teaching, or tutoring required. Some dance choreography experience helpful. Some knowledge of production of a dance recital, including costumes, music, lighting and overall organization of a show needed. Production of at least one dance recital highly desirable. **Gymnastics Instructor:** One (1) to two (2) years gymnastics instruction experience required. A solid background in gymnastics; either at a recreational or competitive level required. Previous gymnastics coaching/instructional experience required. Must possess, or be working toward, a NCCP Level 1 coaching certificate (including NCCP Level 1 Technical for gymnastics).

**OTHER REQUIREMENTS:** Considerable ability to create a fun atmosphere in class required. Must be able to effectively communicate with people of all ages. Ability to work well with adults and children in a learning environment required. Must be energetic, organized, have experience teaching young children and willing to exercise considerable judgment and initiative in dance skills development. Must be willing to work weekends, late afternoons, and evenings and/or before and after normal hours. Must be capable of planning and holding periodic recitals. Certification in CPR/First Aid required. Bilingual in English/Spanish preferred. May be required to have access to personal vehicle with valid driver’s license and proof of sufficient liability insurance if assignments required multi-site classes. Must be able to read, write and communicate in English.

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**Aquatic Trainer**

<table>
<thead>
<tr>
<th>National Certification</th>
<th>$13.00</th>
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<tbody>
<tr>
<td>In House Certification</td>
<td>$10.00</td>
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<tr>
<td>Non Certified</td>
<td>$ 7.75</td>
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</table>

**Joyce Jaynes Branch 1600 Brown,***
**Seasonal May-August**
- 12hrs M-Thurs. 10am-6pm
- 12hrs M-Thurs. 10am-6pm

**Katharine W. Harvey Branch 313 Bartlett,***
**Seasonal May-August**
- M & Wed @5-7pm, Sat. 8-10am
- 12hrs M-Thurs. 10am-6pm
- 12hrs M-Thurs. 10am-6pm

**Myrna Deckert Branch 9135 Stahala,***
**Seasonal May-August**
- 4hrs. Mon & Wed 4pm-6pm
- 2hrs. Tues. & Thurs. 9am &10am

**Shirley Leavell Branch 10712 Sam Snead,***
**Seasonal May-August**
- 10hrs Mon-Thurs. Evenings **2positions**
- Mon-Fri @6:45am, 8am, 9am&5:30pm
**Seasonal May-August**
- 9hrs Mon-Thurs. Afternoons

Instructs individuals and groups to be skillful in swimming and water safety. Ensures safety of patrons in aquatic facility; prevents and responds to emergencies.

**EDUCATION:** High School graduate or equivalent preferred.

**EXPERIENCE:** 16+ years old. Nationally recognized lifeguard certification. One (1) year experience as swim instructor and must be experienced in working with children. One (1) year lifeguard experience required, or any equivalent experience and/or training providing required knowledge, skills, abilities.

**DANCE INSTRUCTOR:** A solid background in gymnastics; either at a recreational or competitive level required. Previous gymnastics coaching/instructional experience required. Must possess, or be working toward, a NCCP Level 1 coaching certificate (including NCCP Level 1 Technical for gymnastics).

**OTHER REQUIREMENTS:** Knowledge of water safety, pool chlorination and filtration systems. Excellent swimming skills. First Aid/CPR certified. Able to interact positively and communicate well. Able to analyze situations and make decisions. Good physical condition needed to lift/carry persons in water. Stamina needed to work in sun in extreme heat for long hours. Access to vehicle with valid driver’s license and proof of sufficient liability insurance if assignments required multi-site classes. Must be able to read, write and communicate in English. Bilingual Spanish/English preferred.

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**Lifeguard $8.25/hr.**

- Joyce Jaynes Branch 1600 Brown,
  * 9hrs M-W 1pm-4pm
  * 3hrs Wed. 10am-1pm
  **Seasonal May-August**
  * 10hrs M-F 4pm-6pm
- Katharine W. Harvey Branch 313 Bartlett
  **Seasonal May-August**
  * 14hrs M-Thurs. 4pm-7pm, Fri. 4-6pm
  * 18hrs. M-Sat. 11am-2pm
- Myrna Deckert Branch 9135 Stahala
  **Seasonal May-August**
  * 15hrs Mon-Thurs. 12pm-3pm
  * 15hrs Mon – Fri. 4pm-7pm
- Shirley Leavell Branch 10712 Sam Snead
  **Seasonal May-August**
  * 25hrs Mon-Fri Mornings

Ensures safety of patrons of aquatic facility; prevents and responds to emergencies. Performs routine pool maintenance activities.

**EDUCATION:** 16+ years old. High School graduate or equivalent preferred. Nationally recognized lifeguard certification.
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EXPERIENCE: One (1) year lifeguard experience preferable, or any equivalent experience and/or training providing required knowledge, skills, abilities.

OTHER REQUIREMENTS: Must be a minimum of 18 years of age. Knowledge of water safety, pool chlorination and filtration systems. Excellent swimming skills. First Aid/CPR certified. Able to interact positively and communicate well. Able to analyze situations and make decisions. Good physical condition needed to lift/carry persons in water. Access to vehicle with required liability insurance and valid driver's license when if performing duties at multiple locations. Must be able to read, write and communicate in English.

Specialty Fitness Trainer $15/hr.

- Myrna Deckert Branch 9135 Stahala
  - Tues & Thurs. Evenings (Aqua Zumba)
- Shirley Leavell Branch 10712 Sam Snead
  - Mon & Wed. @5:30pm (Aqua Zumba)

Under general supervision, leads and coordinates individual or group youth and adult aerobics and physical fitness sessions for a nationally licensed specialty health and fitness program.

EDUCATION: High school graduate or equivalent preferred.

EXPERIENCE: Recognized competency in national licensed curriculum is required.

OTHER REQUIREMENTS: CPR and First Aid Certification required. Knowledge and experience in leading group training required. Position requires superb physical condition. Must be able to effectively communicate with people of all ages. Must be willing to work weekends, late afternoons, and evenings and/or before and after normal hours. Ability to create a fun atmosphere in class required. Must be able to perform job in safest possible manner due to high injury risk. May be required to have access to personal vehicle with valid driver’s license and proof of sufficient liability insurance if assignments required multi-site classes.

Fitness Trainer

National Certification $13.00
In House Certification $10.00
Non Certified $ 7.75

- Myrna Deckert Branch 9135 Stahala
  - Youth Fitness
    5hrs M W 6-7pm, T & Thurs. 5:30pm-7pm
  - Personal Trainer
    5hrs Based on Appointments

- Silver Sneakers
  3hrs Tues, Wed, & Thurs. 10:30am

- Shirley Leavell Branch 10712 Sam Snead
  - 3hrs. Weekday Evenings & Saturdays (martial arts)

Leads and coordinates individual or group adult aerobics and physical fitness sessions for a specified health and fitness program. Develop new aerobics and fitness programs for various age groups, especially elderly population.

EDUCATION: High School graduate or equivalent preferred.

EXPERIENCE: One (1) to three (3) years’ experience directly related to the duties and responsibilities specified; or must have taken fitness classes consistently within past year; or must be recommended by Fitness & Aquatics manager for in house training.

OTHER REQUIREMENTS: Able to work well with others. Bilingual English/Spanish preferred with good communication and speaking skills. Able to supervise and instruct participants in proper movements to maximize workouts. CPR and First Aid Certification required. Access to vehicle with required liability insurance and valid driver’s license if working at multiple locations. Must be able to read, write and communicate in English. Bilingual Spanish/English preferred.