



UPDATED
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CURRENT JOB OPPORTUNITIES AT THE CAMDEN KROC CENTER

April 2021

Please contact me directly if you or someone you know is interested in any of these opportunities
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Remember! All applicants must have an understanding of and appreciation for the Mission of The Salvation Army and the Camden Kroc Center's Core Values.

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Title: HR Generalist

Department: Human Resources

Supervisor: HR Manager

Supervises: Interns & Volunteers

Rate: \$22.00/hour

Schedule: Full-time, 35 hours/week

Classification: Non-exempt

Function: The HR Generalist (HRG), is primarily responsible for data entry and maintenance in the UKG Pro HR/Payroll and the Time /Attendance system; talent management and acquisition support; report generation; employee welfare and intern supervision.

Minimum Qualifications:

*Bachelor's Degree in Business, Human Resources, Psychology, or a related field required. HR Certification (PHR) a plus

- At least 3 years of experience working with HRIS applications, UGK Pro, preferred.
- At least 3 years of proven experience in HR, Payroll, and/or Recruiting required.
- Excellent verbal and written communication skills, with strong attention to spelling and grammar.
- Bilingual (English/Spanish) a plus.
- Knowledge of relevant federal and state employment laws and regulations.
- Advanced technological proficiency, including experience with Office 365 products (Teams, Outlook, Word, Excel, PowerPoint, etc.) and Adobe Acrobat Pro.
- Excellent organizational skills, with the ability to manage multiple priorities at once.
- Strong attention to detail with a particular focus on data quality & integrity.
- Effective planning, priority-setting, and meeting deadlines.
- Reliable and trustworthy, with the discernment to handle sensitive and confidential matters appropriately.
- Cultural awareness and sensitivity, with a passion for promoting inclusiveness and belonging in the organization.

Title: Welcome Desk Associate II

Department: Guest Services

Reports To: Welcome Desk & Membership Supervisor

Salary Grade: \$13.00/hour

Status: Non-Exempt

Supervises: The Welcome Desk in the absence of the Welcome Desk & Membership Supervisor/Sr. WDAII

Schedule: Part-Time (may include days, nights, weekends and holidays)

Function: The Welcome Desk Associate II is responsible to foster a warm, inviting experience for our guests and patrons, creating an environment for exceptional guest experiences; provide general administrative support including selling and verifying membership program registrations through the CCMS/POS system, membership plans and available programs, facility information; answer and route incoming phone calls; open/close the safe and Kiosks (when scheduled); contact members whose membership has lapsed. When scheduled, responsible for the supervision of the Welcome Desk staff and provide managerial level Kiosk support (for changes and/or cancellations) and correspond with members as needed.

Minimum Qualifications

- High School diploma or GED equivalency.
- Previous sales or customer service experience required.
- Ability to communicate effectively with guests, staff etc. Bi-lingual Spanish/English a plus.
- This is a key, direct line position and requires a love for people, and aptitude for problem-solving, and an ability to remain calm and hospitable regardless of the circumstances. Demonstrates good judgment, resourcefulness, flexibility, attention to detail, and problem solving. Maintain confidentiality. Excellent interpersonal and strong communication skills.
- Thrive in a team-oriented work environment. Ability to work well in a multi- paced work environments (sometimes very busy other times very slow), while maintain composure under pressure.
- Proficient and accurate typing/data entry skills. Strong computer and software application skills. Ability to effectively use new software programs with training.

Title: Group Fitness Instructor

Department: Fitness/Recreation

Supervisor: Fitness Supervisor

Salary Grade: \$20.00/hour

Status: Non-Exempt

Supervises: This is a line contributor position

Schedule: Part-Time (may include days, nights, weekends and holidays)

Function: This position is responsible for leading group fitness programs as scheduled; beginning and ending on time; provide adequate warm-up, exercises, stretching, and cool down. Teach proper form and technique using positive reinforcement. Instruct clients on effective workout methods; explain proper

techniques, demonstrate exercises; identifies different muscle groups, and teach appropriate methods to strengthen specific areas.

Qualifications:

- Minimum 1 year of prior work experience in a fitness or wellness environment.
- Must hold a current group exercise certification from one of the following groups: American Council on Exercise (ACE), American College of Sports Medicine (ACSM), National Exercise Trainers Association (NETA), Aerobics and Fitness Association of America (AFAA) or Cooper Institute, or national/international certifying association necessary to teach/train/coach in a particular sport/exercise.
- Must hold and/or willing to obtain certifications in CPR, First Aid, AED, and Blood Borne Pathogens.
- Ability to instruct a variety of exercise programs; strong teaching and presentation skills.
- Demonstrated ability in fitness and exercise risk screening.
- Must be enthusiastic and exude a desire to motivate and help others.
- Demonstrated dedication to improve your level of professionalism through growth and development in the fitness industry
- Excellent interpersonal skills; must be able to build rapport and relationships with all instructors and member.
- Focus on customer service and strong communication skills with highly diverse population.
- Ability to speak Spanish is deemed desirable.

Title: Center Director

Department: Administration

Supervisor: Kroc Administrator

Classification: Exempt

Supervises: Communications and Operations Manager, Program Manager, Accounting, Manager, Aquatics Manager, Fitness, Sports & Recreation Manager.

Schedule: Full-time, 40 hours/week, including nights, early mornings, holidays, and weekends

Function: The Center Director (CD) is a key leadership position at the Camden Kroc Center. The CD manages the vital operations that ensure programs, services, and customer care fulfill The Salvation Army's mission. This position supervises both programmatic and support systems. The CD works alongside the Community Relations & Development Director (CRDD), the Human Resources Manager, and the Officers for Congregational Life.

Minimum Qualifications

- Master's Degree in Business Administration, equivalent degree, or equivalent job-related experience.
- Minimum of five years in a professional management position.
- Specific knowledge of economics and accounting principles and practices, GAAP, the financial markets, banking, and the analysis and reporting of financial data.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- General knowledge of computer hardware and software applications, with advanced proficiency in accounting software and office applications (Microsoft Office Suite, Adobe, etc.).
- General knowledge of the principles of human resource management.

- Must be able to effectively communicate information and ideas to varying audiences.
- Knowledge of principles and methods for showing, promoting, and selling the Kroc Center’s services.

Title: Lifeguard – certified and new

Department: Aquatics

Supervisor: Aquatics Manager

Salary Grade: \$13.00 /hour

Status: Non-Exempt

Supervises: This is a line contributor position

Schedule: Part-time schedule includes days, nights, weekends and holidays. Must be able to work at least 1 weekend per month.

Function: Under the direction of the Aquatics Manager and/or the supervision of Aquatics Coordinator, Lead Guard or Lifeguard III, Lifeguard I will monitor activities, observe and provide assistance to swimmers, prevent accidents, perform rescues, protect life and enforce regulations as well as control access to pools, family locker rooms, and lockers and provide care when necessary. Will also assist with implementation of all aquatics programs, including swim lessons and swim team. This position is also required to assist with general facility maintenance and cleaning duties as assigned.

Minimum Qualifications:

- At least 16 years of age
- Certifications*:
- Lifeguard– American Red Cross Strongly Preferred. Other Lifeguard Certifications may be considered in addition to a swim/skills test. **NOTE:** A condition of continued employment is that the American Red Cross certificate would be achieved within first 6 months of employment
- CPR, First Aid, AED preferred
- Ability and willingness to verbally communicate with a diverse audience (i.e. age, gender, ethnicity, physical ability, etc.)
- Ability to set up/breakdown pool equipment and supplies as needed

Position Title: Lead Instructor (Teacher)

Department: Program

Supervisor: Camp Supervisor

Supervises: Youth

Rate: \$20.00/hour

Schedule: Seasonal Full Time or Seasonal Part Time

Classification: Hourly, Non-exempt

Function: Under the leadership of the Camp Supervisor this position is responsible for providing a safe, caring and enriching learning environment for children enrolled in the Salvation Army Kroc Center’s summer camp. The Lead Instructor will be responsible for developing and implementing

an instructional program/curriculum that accommodates multiple learning styles and is hands-on and active. The Lead Instructor will provide guidance to Summer Camp Counselors, who are responsible to assist in teaching, coaching and supervising campers. Lead Instructors are those, who can develop, lead, and deliver curriculum in one or more of the following areas: visual and performing arts, aquatics and STEM, and sports and outdoor adventure.

Minimum Qualifications

- 60 credits of college level courses and at least 4 classes in education and/or content area (specifically character education, sports, health wellness & fitness, mathematics, science & technology, drums, dance, drama, music, art life skills) or must be able to provide proof of planning and delivery of content.
- Teaching/coaching experience is required.
- Bilingual Spanish/English preferred.
- Experience working with children of varied ages and abilities in an urban setting is required.
- Be reliable and dependable.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Work a flexible schedule to meet program staffing/planning needs.
- TB test or chest x-ray with insignificant results.
- Physical by doctor or appropriate medical professional indicating eligibility to work.
- Fingerprinting and background check.
- Must provide three references.

Position Title: Summer Camp Counselor

Department: Program

Supervisor: Camp Supervisor

Supervises: Youth

Rate: \$12.50/hour

Schedule: Seasonal Full Time or Seasonal Part Time **Classification:** Hourly, Non-exempt

Function: Under the leadership of the Camp Supervisor this position is responsible for providing a safe, caring and enriching learning environment for children enrolled in the Salvation Army Kroc Center's summer camp. Counselors are responsible for leading groups of students in assigned activities, safeguarding students and implementing discipline procedures. Counselors are responsible for conducting themselves in an appropriate manner by setting an example for children, parents/guardians, and co-workers in alignment with The Salvation Army's core values.

Minimum Qualifications

- 18+ years of age, HS Diploma or GED equivalent preferred.
- Bilingual Spanish/English preferred.
- Experience working with children of varied ages and abilities in an urban setting is required.
- Be reliable and dependable.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Work a flexible schedule to meet program staffing/planning needs.

- TB test or chest x-ray with insignificant results.
- Physical by doctor or appropriate medical professional indicating eligibility to work.
- Fingerprinting and background check.
- Must provide three references.