



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## SEASONAL MINI GOLF STAFF

Job Title: **Seasonal Mini Golf Staff**  
FLSA Status: Part-Time, Non-exempt  
Reports to: Member Services Coordinator

Job Grade: 8  
Revision Date: 04/15/21  
Primary Function/Department: Membership

### POSITION SUMMARY:

This seasonal position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Ensures the successful daily shift operation of the mini-golf by providing great customer service.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

1. Responsible for the care and function of the YMCA miniature golf course and outdoor batting cages.
2. Lock up the golf course and batting cages at the end of shift/facility closure.
3. Must interact with and provide patrons.
4. Take payment and provide correct monetary reimbursement to all guests. Maintain a balanced cash drawer.
5. Provide all patrons with the necessary equipment for golf and/or the batting cages.
6. Perform Opening/Closing duties as assigned.
7. Keep the greens clear of any trash or debris at all times.
8. Keep the entire property free of litter at all times.
9. Must receive CPR and first aid certification within the first six-months of employment.
10. Must read and follow all YMCA policies and procedures outlined in the employee handbook, and live up to YMCA standards while performing job duties. Fill out all new hire paperwork.
11. Know/review all emergency procedures and respond to emergency situations immediately in accordance with YMCA policies and procedures. Complete related reports as required.

### LEADERSHIP COMPETENCIES:

#### YMCA COMPETENCIES

**Mission Advancement:** Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other

person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures,

Hastings Family YMCA  
1220 W. 18<sup>th</sup> St/1430 W. 16<sup>th</sup> St.  
Hastings, NE 68901  
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and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

1. Must be able to communicate, manage, and interact with children and adults.
2. Must be able to communicate clearly with managers and other personnel.
3. The candidate will frequently be required to stand long periods of time.
4. Must complete a full background check before being hired.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to communicate using a computer, radio and phone/smart device.
- The employee frequently is required to stand, stoop and bend, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

**SIGNATURE:**

I have reviewed and understood this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_