



Attachment C

Jobs Created

**LA Lee YMCA / Mizell Center
List of all Jobs to be Created**

Job Title	#	Brief Job Description	Annual Average Salary	Industry Average Salary	Experience / Education / Skills Required
YMCA					
Executive Director	1	Leadership for the Center	\$ 80,000	\$65k-\$85k	10 years management, Bachelors, Leadership
Wellness / Membership Director	1	Member Services, Health & Wellness	\$ 45,000	\$45k - \$55k	5 years, Bachelors, Wellness & Sales
Youth Director	1	Youth Programming	\$ 38,000	\$35k - \$45k	3 years, Bachelors, Education & Sports
Facility Director	1	Maintenance and Cleanliness	\$ 35,000	\$28k - \$38k	5 years, Facility maintenance & service
Front Desk Wellness Floor	5	Hourly floor positions in Center	\$ 20,800	\$10 per hour	2 years in Service Industry, Wellness background
Life Guards	6	Pool Lifeguards and Swim Instructors	\$ 22,880	\$11 per hour	Certified Lifeguard and Swim Instructor
Group Exercise Instructors	6	Instructor and Leader in class	All PT positions	\$25 per hour	Aerobics, Spin Certifications
Child Development	4	Teach & Care of kids in center	All PT positions	\$8 per hour	None, but prefer working towards degree in Education
Maintenance Staff	2	Cleaning of Facility	Seasonal	\$8 per hour	None
Summer Day Camp	10	Summer Day Camp Youth Leaders	All PT positions	\$8 per hour	None, but prefer working towards degree in Education
Youth Sports	3	Referees, Coaches	All PT positions	\$8 per hour	None, but prefer working towards degree in Education
Total	40				
Retail					
Store Manager	6	Specific to Retail Tenant	\$ 35,000	\$35k - \$45k	3 year in retail
Customer Service	18	Front Line Customer Service	All PT positions	\$8 per hour	None
Total	24				
At this time the YMCA has not firmly determined the specific tenants who would be occupying the space. Thus the staffing structure and salary are estimations based on estimations at this time.					
Preschool					
School Director	1	Leadership	\$ 40,000	\$30k - \$45k	5 years, Bachelors, Preschool leadership.
Classroom Teachers	6	In Class Education	\$ 24,960	\$12 per hour	Bachelors in Childhood Ed.
Assistance Teachers	6	Classroom Assistant	\$ 16,640	\$8 per hour	Associate Degree in Childhood Ed.
Administrative Assistant	1	Administrative Support	\$ 18,720	\$9 per hour	2 years, Administrative support
Total	14				
Broward College					
Professor / Instructors	17	Classroom Instruction	\$ 140,400	\$40 - \$50 per hour	MS or Ph.D. in specific area
Administrative Assistant	1	Administrative Support	\$ 20,800	\$10 per hour	2 years, Administrative support
Total	18				
At this time the YMCA has not firmly determined the specific classes that Broward College would bring to the Community. Thus the staffing structure and salary are estimations based on estimations at this time.					
Shared Work Space					
Small Business	10	TBD	TBD	TBD	TBD
Total	10				
At this time the YMCA has not firmly determined the business activity in the space. Thus the staffing structure and salary are estimations based on estimations at this time.					



YMCA of South Florida

Job Title:	Executive Director	FLSA Status	Exempt
Department/Group:		Position Type:	Full time Regular
Family Center / Program Location:	LA Lee	Hay Points:	864
Reports To:	District Vice President	Travel Required:	N/A
Supervises:	Various positions	Revision Date:	November 11, 2016

Position Summary:

Under the guidance of the District Vice President, the Executive Director directs and oversees the LA Lee Y's assigned facility-based programs, inclusive of development and delivery of membership, health and well-being, family and youth programming, marketing operations.

Essential Functions / Job Duties:

- Ensure our Y is meeting the needs of our growing and diverse community through programs and leaders who are committed to high performance and great leadership competencies.
- Directs and manages the development, operations and growth of assigned membership and facility based programming. Develops and implements annual member experience plans for program areas. Collaborates with family center departments. Ensures program and revenue targets are met through recruitment, retention and recapturing efforts.
- Establishes new program activities and expands program(s) within the community in accordance with the association and family center strategic and annual plans.
- Develops and manages the related budgets and meets fiscal objectives. Directly and through staff team members, monitors revenue and expense; provides variance reports and projections.
- Recruits, hires, trains, evaluates, supervises and provides leadership to staff team leaders and volunteers with emphasis on member/participant service, engagement, cause-driven leadership and professional development.
- Monitors and evaluates the effectiveness of and participation in programs and services through surveys, focus groups and/or monitoring methods. Uses compiled program statistics, data and reports to maintain or make appropriate program and service adjustments.
- Serves as a member of the family center senior leadership team. Provides leadership and support for annual fund raising campaign, and volunteer committees as assigned. Attends center board meetings. Assumes leadership for assigned family center initiatives.
- Develops and maintains collaborative relationships with members, community leaders, organizations, partners and volunteers. Creates and implements initiatives and member-led activities resulting in Y community engagement.
- Directs the development of timely and accurate marketing and communications; produces and ensures distribution of appropriate information to promote programs and services in accordance with the program announcement and family center marketing plan.
- Ensures that safety and procedures are followed and that all programs are in compliance with YMCA of Greater Miami standards, all regulations and other applicable standards.
- Ensures facility cleanliness and features meet/exceed member expectations for all locations of our programming.



YMCA COMPETENCIES (i.e. Multi-Team / Branch Leader):

Operational Effectiveness:
-Decision Making- Provides others with frameworks for making decisions. Integrates multiple thinking processes to make decisions. Possesses penetrating insight and strong strategic and critical thinking skills.

Finance- Effectively creates and manages budgets. Institutes sound accounting procedures, investment policies and financial controls.

Quality Results- Holds staff accountable for high-quality results using a formal process to measure progress. Assigns clear accountability and ensures continuous improvement

Personal Growth:
- Emotional Maturity- Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Anticipates challenges that can sidetrack or derail growth and personal learning.

- Functional Expertise- 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.

Collaboration:
- Relationships- Builds and nurtures strategic relationships to enhance support for the Initiates the development of relationships with influential leaders to impact and strengthen the community.

- Developing others- Provides staff with feedback, coaching, guidance, and support. Provides tools and resources for the development of others.

Mission Advancement
- Values- Reinforces the Y's values within the organization and the community.

Qualifications, Skills and Abilities / Position Requirements:

- Bachelor's Degree.
- YMCA Multi-Team or Branch Leader Certification preferred.
- Minimum of five years of successful professional YMCA leadership experience.
- Extensive management experience and competence in facility based YMCA operations, including membership growth, staff management, and program development.
- Demonstrated budget performance in excess of \$1mil.
- Bilingual English and Spanish a plus, but not required.
- Demonstrated success in face-to-face, major gifts solicitation, special events, fundraising, Board, and Volunteer development.
- Excellent supervisory and organizational skills.
- Excellent interpersonal and communication skills, both verbal and written.
- Excellent computer skills, (Microsoft Word and Excel).

Work Environment:

The work environment characteristics 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.

- Primary works in an office environment, however occasionally visits outdoor program sites.
- While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.
- Will be required to drive often for meetings and other work related duties



Physical Demands			
<p>The physical demands described here are representative of those that must be met by an employee to success perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities.</p> <p>Being in good physical health with full range of body motion, including manual and finger dexterity and eye/hand coordination. Requires corrected vision and hearing to normal range. Occasionally requires working under stressful conditions or working irregular hours.</p>			
<p>The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.</p> <p>Employment at the YMCA is at-will. It is purely voluntary, based upon the consent of both the Association and the staff member. No expressed or implied contractual rights should be inferred from this job description.</p>			
Department Head / Supervisor's Signature		Date:	
Human Resources Signature:		Date:	
I have read, understand, and accept the above job description as a condition of employment.			
Employee Name (Print):		Date:	
Employee Signature:		Date:	



YMCA of South Florida

Job Title:	Membership Director	FLSA Status	Exempt
Department/Group:		Position Type:	Full time Regular
Family Center / Program Location:	LA Lee	Hay Points:	505
Reports To:	Executive Director	Travel Required:	N/A
Supervises:	Membership, Wellness,	Revision Date:	March 13, 2016

Position Summary:

The Membership Director is responsible for planning and implementing activities and programs at the LA Lee Family Center that will increase membership, retention of current members, and deliver special programs. In addition, this position ensures that all sales, retention and revenue goals in membership and fitness are achieved; works with program areas to ensure consistent marketing and media themes for all departments; facilitates communication between the association, family center, members and community to guarantee satisfaction and quality of service; and embodies the four character values of the YMCA – caring, honesty, respect and responsibility.

Essential Functions / Job Duties:

- Develop and implement annual family center membership growth and retention goals and objectives that include daily, weekly and monthly action plans. Plans should detail specific actions towards membership recruitment, membership sales, and membership development strategies and objectives.
- Proactively plan and implement family center specific member recruitment campaigns to meet all goals related to membership enrollment.
- Participate and support the YMCA of South Florida's Executive Membership team to ensure that LA Lee Family Center contributes to the successful achievement of association-wide goals.
- Oversee all aspects of membership team recruitment, onboarding, training, compliance, and terminations. This activity includes daily monitoring and reporting of monthly membership goals, statistics, enrollment procedures (which include recruitment and retention efforts), membership inquiries, tours, follow-up calls, and closing ratios.
- Develop and/or coordinate special events, presentations, seminars and membership promotions within the community. Get outside the walls of the YMCA and connect with the community.
- Oversee member development and retention efforts to include welcome communications, Wellness evaluations, member appreciation and recognition events, renewal notices, and termination follow up activities.
- Manage the Wellness Department to ensure the team delivers service excellence.
- Drive quantitative Daxko Engage documentation amongst all team members.
- Support the Annual Campaign. Lead the Annual Staff Campaign.



Business Office Essential Duties:

This position is responsible for conducting all daily cash reconciliation and processing of all payables. In addition, this position will provide direct supervision to all courtesy counter staff and will coordinate all rental agreements within the building.

- Ensure that weekly bank deposits and report income are conducted.
- Oversee processing / submittal of weekly payroll data.
- Reconcile daily ledgers and coordinate renewal, welcome and collection letters.
- Process purchase orders for branch departments.
- Coordinate and provide monthly courtesy counter staff schedule.
- Keep abreast of safety and Risk Management and emergency procedures.
- Maintain accident reports, records of equipment and safety inspection, and health code records.
- Participate in the Homestead YMCA's Annual Community Support Campaign by engaging volunteers who will fundraise and advocate for the YMCA.
- Recruit Volunteers who will help the YMCA meet the goals of the 2017 Strategic Plan.
- Submit the Purchasing Card (Amex/Chase) reconciliation report to Metro Finance office by the 4th of each month.
- Manage the departmental budgets for Membership, Wellness.

YMCA COMPETENCIES (i.e. Leader, Team Leader, Multi-Team / Branch Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program and fundraising leadership levels.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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, Skills and Abilities / Position Requirements:

- A Bachelor's degree is preferred or three years of practical experience in health, nutrition or exercise science and sales/marketing.
- Minimum of 3 years Supervisory / leadership experience in a membership-based organization is preferred.
- Excellent communication (written and verbal) and interpersonal skills are vital to this position.
- Proficient in Microsoft Word and Excel, as well as CCC software program.
- Must be organized and detail oriented.
- Bilingual, English and Spanish, **a plus.**
- First Aid / CPR/ AED/ O2 Certified.



Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Primarily works in family center and outdoor pool environment.

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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 accommodation may be made to enable individuals with disabilities.

Being in good physical health with full range of body motion, including manual and finger dexterity and eye/hand coordination. Requires corrected vision and hearing to normal range. Occasionally requires working under stressful conditions or working irregular hours.

Ability to lift / move set up and store equipment weighing up to 50 pounds. Also, needs to be able to demonstrate the specific skills to show technical proficiency in life guarding rescue techniques.

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Department Head / Supervisor's Signature		Date:	
Human Resources Signature:		Date:	
I have read, understand, and accept the above job description as a condition of employment.			
Employee Name (Print):		Date:	
Employee Signature:		Date:	



YMCA of South Florida

Job Title:	Facilities Director	FLSA Status	Exempt
Department:		Position Type:	Full Time Regular
Family Center:	LA Lee	Hay Points:	505
Reports To:	Executive Director	Travel Required:	5 % local traveling
Supervises:	N/A	Revision Date:	March 22, 2017

Position Summary:

The Facilities Director is responsible for ensuring the daily and long-term functioning of the LA Lee Family Center. The individual in this position performs and / or oversees all routine maintenance in order to keep the facility safe, clean and functioning properly for the members.

Essential Functions / Job Duties:

- Works closely with and follows the direction of the Executive Director of the family center to ensure that the family center appearance and maintenance needs are fully met.
- Responsible for the Occupancy budget of Department 98.
- Works with Executive Director to schedule housekeeping and maintenance staff.
- Works with designated staff to monitor performance of cleaning staff.
- Manages the project list for repairs and maintenance.
- Performs routine inspections and maintenance checks of facility in order to conduct preventative maintenance.
- Establishes and tracks work orders, work order completion log and master project list.
- Provides routine maintenance on HVAC equipment, makes minor electrical repairs, plumbing repairs, pool equipment maintenance and repairs, does carpentry, painting and repair work.
- Assist the Executive Director in assessing vendor and contractor performance.
- Supports program activities with appropriate staff and supplies.
- Assist in the maintenance of fitness equipment, including the wellness floor, group ex and other equipment for member use.
- Adheres to all policies, guidelines, rules, and best practices as outlined by the YMCA of South Florida or directed by supervisor.

YMCA COMPETENCIES (i.e. Leader, Team Leader, Multi-Team / Branch Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program and fundraising leadership levels.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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.



YMCA of South Florida

Qualifications, Skills and Abilities / Position Requirements:

- High School Diploma or GED equivalent.
- Minimum of five years of experience with basic maintenance and cleaning tasks, such as, carpentry, painting, flooring, electrical, plumbing and HVAC.
- Minimum of 2 years supervisory experience.
- Able to work independently and with minimal supervision.
- Proficient in Microsoft Word, Excel and Project Manager.
- Excellent Interpersonal skills, able to relate with individuals at all levels.
- Excellent communication skills, both written and verbal.
- Organized and detail oriented.
- Must be able to work flexible hours including evenings, weekends, and holidays.
- Ability to respond to safety and emergency situations

Work Environment:

The work environment characteristics 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.

- Primary works in family center environment, however occasionally visits outdoor program sites.
- While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.
- Will be required to drive for meetings and other work related duties

Physical Demands

The physical demands described here are representative of those that must be met by an employee to success perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities.

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Employee Name (Print):		Date:	
Employee Signature:		Date:	



YMCA of South Florida

Job Title:	Director of Healthy Living	FLSA Status	Exempt
Department/Group:	Healthy Living	Position Type:	Full time Regular
Family Center / Program Location:	All Family Centers	Hay Points/Grade:	
Reports To:	Executive Director	Travel Required:	25 % local traveling
Supervises:	PT, Group Ex, Healthy Liv Inst.	Revision Date:	10/16/2015

Position Summary:

The **Healthy Living Director** is responsible for and accountable to the growth and success of the Healthy Living programs and services in all areas of the facility with specific emphasis in wellness, personal training and group exercise.

The Healthy Living Director is a mentor, teacher, leader, and supervisor to all leaders/staff in the wellness and group exercise departments. The primary goal is to manage and direct the department toward specific member recruitment, satisfaction and retention goals.

Essential Functions / Job Duties:

- Develop and manage department Budgets related to the position; including Daxko Engage (in-person) connections.
- Adheres to policies and procedures related to Daxko Engage usage and minimum standards by Family center. (Daxko Engage- 3% of FC average scans)
- Personally trains the minimum standard hours of Group Fitness, Personal Training or Small Group Performance hours per week of 60 days of being hired.
- Ensure Revenue expectations are met and Maintain expenses at or below budget.
- Oversee the Wellness Operations, Group Exercise and Personal Training programs.
- Provide monthly retention reports to Executive Director(s) and Association Director of Healthy Living to include but not limited to:
 1. Program/Class attendance counts
 2. Orientations offered/attended
 3. Personal Training performance – number of clients served, revenue generated
 4. PT/ Group Exercise Instructor certification compliance
 5. Staff Performance Evaluations
- Ensure, through member engagement, high scores on member satisfaction surveys to include but not limited to annual SEER Survey
- Provide leadership, resources and tools to subordinate staff that develops, encourages and promotes an environment of creativity, quality service, positive and supportive interaction.
- Assign clear accountability and ensure continuous improvement of staff performance.
- Create a sense of urgency and positive tension to support change.
- Work effectively with people of different backgrounds, abilities, opinions and perceptions.
- Recommend and implement new approaches and ideas to create a better member experience.
- Supervise the floor staff, personal trainers, group exercise instructors and coordinators, including ensuring all certifications are maintained and up to date.
- Supervise the new member orientation process, health screenings/assessments and exercise design.
- Monitor and respond to program growth appropriately, based on pre-determined performance goals.
- Develop and execute strategies with plan to ensure that members and/or program participants connect with one another and connect with the YMCA.
- Hire, train, and supervise staff and volunteers in assigned areas. Facilitates communication and provides leadership. Models relationship-building skills (including Listen First) in all interactions.
- Provide leadership and support to the annual fundraising campaign and volunteer committees/boards as assigned. Develops and maintains effective working relationships within the community.
- Develop and Implement high quality member-focused programs through innovative program development, evaluations and ongoing training of staff.
- Coordinate special events and activities.



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- Is approachable and answer questions from members to support them in achieving their goals related to healthy living.
- Know and be able to communicate all programs and services being offered in the Family Center.
- Promote member participation in all programs in the Family Center.
- Conduct Monthly Meetings with wellness floor staff, personal trainers, and group exercise instructors. Meetings to include Association & Family Center information, training on programs being offered throughout facility, and skills training.
- Conduct quarterly member incentive programs strategically scheduled around annual membership campaigns and known member utilization patterns per association calendar.
- Monitor staff development, morale while providing a safe, exemplary working environment for all.
- Develops and monitors a cleaning schedule, monitors maintenance of all equipment, wellness floor area and appropriate offices.
- Manages accurate Wellness floor & Group fitness facility count;(Daily, monthly, per class)
- Ensures that all necessary equipment is available for member use, and inspects equipment to be sure that it is in safe working order. Makes sure all damaged or out service equipment is up to keep.
- Manages and Monitors that the wellness floor is neat and equipment is in working condition in all areas.
- Ensure all YMCA policies, including safety, staff... are maintained and followed by staff.
- Perform other duties as assigned

YMCA COMPETENCIES (i.e. Leader, Team Leader, Multi-Team / Branch Leader):

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program and fundraising leadership levels.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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, Skills and Abilities / Position Requirements:

Education and Experience:

- Bachelors' of Science degree in Exercise Science, human services, social services, recreation, business or equivalent.
- Minimum of 5 years of proven success in a supervisory role in the health and fitness industry, or related field.
- Four or more years of program management experience, preferably in a YMCA or other nonprofit agency.
- Minimum 3 years of customer service, sales experience is required
- Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fund-raising.
- Prefer knowledge of, and previous experience with, diverse populations.
- Ability to establish and maintain collaborations with community organizations.
- Ability to conduct classes and activities.
- Ability to perform all physical aspects of the position; including conducting classes, walking, standing, bending, reaching, and lifting

Certificates and Licenses:

- Required certifications: CPR/AED, First Aid, (ACE, AFAA, NASM, ACSM, NFPT)
- Certification in all areas of expertise up to date.
- Trained in Evidence Based Programs
 - Completed within 1st year of hire.
- YMCA certifications must be completed within 90 days of hire.
 - New Employee Orientation



YMCA of South Florida

- Healthy Lifestyle Principles
- Listen First Training
- Member Experience Training
- YMCA Team Leader certification preferred but not required
- English, Spanish, Bi-lingual (fluent in both languages) preferred but not required
- OSHA Training for hazardous materials

Other skills and abilities:

- Excellent interpersonal skills; ability to interact with individuals at all levels.
- Knowledge of the principles related to the improvement of overall fitness levels.
- Must possess excellent communication, supervisory, fiscal management and organizational skills.
- Must possess excellent competent knowledge of exercise principles, fitness testing, health risks, and exercise program design.
- Working knowledge and familiarity with exercise safety guidelines for instruction and equipment
- Computer skills, including word processing systems

Work Environment:

The work environment characteristics 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.

- Primary works in a wellness floor arena, however occasionally visits outdoor program sites.
- While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.
- Will be required to drive often for meetings and other work related duties

Physical Demands

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