



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tips for Applying to a Part-Time or Full-Time Position at the YMCA

At the YMCA, we welcome individuals who share our mission and are excited to make a difference in their community. Whether you're applying for a part-time or full-time role, a well-prepared application helps us understand your skills, your interests, and how you can contribute to the YMCA's mission of strengthening community. Below are tips to help you put your best foot forward:

1. Always Include a Cover Letter (When Possible)

- While not always required, a cover letter helps us get to know you better.
- Address it directly to the hiring manager if you know their name.
- Use your letter to introduce yourself, explain why you want to work at the YMCA, and highlight the skills and experiences that make you a good fit.

2. Tailor Your Resume to the YMCA

- Read the job posting carefully and highlight the skills that match what we are looking for (such as customer service, teamwork, or childcare experience).
- Include examples of previous jobs, volunteer work, school activities, or certifications that show your strengths.
- You don't need to include everything—focus on what's most relevant to the YMCA position.

3. Highlight Achievements, Not Just Tasks

- Instead of only listing duties, share what you accomplished.
For example: "Helped increase summer camp registrations by assisting families with the sign-up process" or "Recognized as employee of the month for outstanding teamwork."

4. Keep Your Resume Clear and Professional

- Use a simple, easy-to-read format with clear section headings.
- Avoid pictures, graphics or personal details that are not job-related.
- One page is usually enough for most part-time or entry-level jobs.

5. Show You Understand the YMCA

- Take a moment to learn about the YMCA's mission and values (youth development, healthy living and social responsibility).
- In your application, share why working at the YMCA is meaningful to you—whether it's a passion for working with kids, supporting healthy lifestyles or serving your community.

6. Highlight People and Service Skills

- Many YMCA roles involve working directly with members, families, and community partners.
- Show that you are friendly, dependable, and able to work well with others.
- Include examples of customer service, teamwork, or times you helped solve a problem.

7. Proofread Before Submitting

- Spelling and grammar mistakes can distract from your application.
- Review your materials carefully, and consider asking a friend to double-check them.

8. Be Honest and Authentic

- You don't need to exaggerate your experience. The YMCA values integrity and sincerity.
- Share your real story—whether you are just starting your career, building new skills, or bringing experience from another field.

9. Present Yourself Professionally

- Use a simple, professional email address.
- If you provide a phone number, make sure your voicemail greeting is appropriate.
- Submit your documents in PDF format unless the job posting asks for something different.

Final Thought

A strong application doesn't just show us your background—it shows us your enthusiasm for the YMCA and your readiness to contribute to our mission. Be clear, genuine and let your passion for serving others shine through. That's what will help your application stand out.