

The Job Spotlight

Week of August 1 to August 5, 2022

American Red Cross
Baker & King Security Services
Child and Youth Services
H2O Power Equipment
Myron Stratton
Precision Castparts
Sawdey Solution Servies
Sherwin Williams
Tolsma Stockwell Prosthetics
The Resource Exchange
University of Colorado Colorado Springs
United States Olympic & Paralympic Committee
USA Jobs & USA Jobs Vacancies
Widfield Water & Sanitation
Winn Companies
Wright Tree Service
YMCA of the Pikes Peak Region



The Fort Carson American Red Cross Is Excited To Announce Our

ANNUAL VOLUNTEER DENTAL ASSISTANT TRAINING PROGRAM!

Applications will be released on 1 August 2022 at 0800 in the Red Cross Office (Room 1011) at Evans Army Community Hospital.

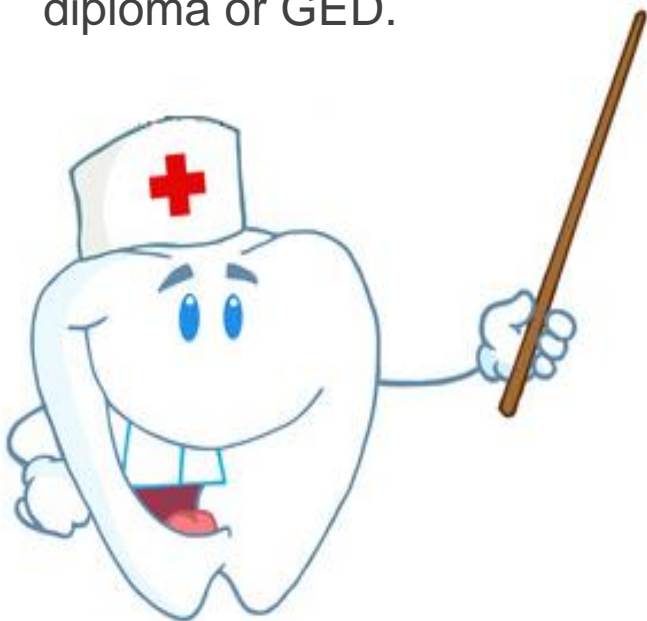
Military ID will be verified at time of application pick-up.

Applications must be dropped off at the Red Cross Office Evans Army Community Hospital by 1200 on 26 August 2022!

Red Cross Office - 1650 Cochrane Circle, Bldg. 7500, Room 1011
Fort Carson, CO 80913

No late applications will be accepted!

This program is open to Military ID Card holders who are American Citizens and are at least 18 years of age with a valid high school diploma or GED.



The program will run full time (M-F, 0645-1615) from 03 January 2023 to 7 July 2023. All classes must be attended; no partial credit will be given.

For more information contact
the Red Cross at 719-526-7144



**American
Red Cross**

Service to the Armed Forces



Baker & King Security Services is a veteran owned and operated security company that offers the best in full-range private protection services. It was founded in 2014 by veteran security professionals James Baker and Marcus King.

Job Title:	Security Officer
Reports To:	Site Lead / Lead Security Officer
Pay Range:	\$15.00 - \$16.50/hour depending on experience, job site, etc.

JOB PURPOSE

Security Officers provide protection and surveillance for a person, group, organization, or asset

BENEFITS

In addition to hourly pay, Security Officers receive the following benefits:

- Basic Officer Training – includes conductive energy weapon (CEW, ex. – Taser) training (\$200 value)
- Paid \$0.50/hr. for uniform allowance (wear, tear, replacement) after 80 hours of work
- Reimbursement of security license & background check fees after 6 months (\$117 value)
- Opportunities to receive additional training at no charge – Active Shooter, AED, Armed, CPR, De-Escalation, First Aid, Personal Protection/Self-Defense, etc.

DUTIES & RESPONSIBILITIES

Duties & responsibilities vary by job site and client but include the following:

- Observe and report
- Act as a visual deterrent and in a lawful manner while in defense of the property, staff, and environment they oversee
- Utilize de-escalation techniques and problem-solving skills to diffuse hostile situations
- Provide excellent customer service, in a professional manner at all times
- All guidelines in the Baker and King Security Services Employee Handbook
- Follow Post orders specific to your job site and maintain communication with the Site Lead
- Protect the business' property, staff, and the environment by keeping the location secure; utilize site lead and/or law enforcement as necessary to assist with removal of dangerous, unruly, or non-compliant persons
- Conduct regular and random patrols in and around the business building and perimeter
- Recognize emergencies and report to the On Call Manager (call admin phone) and CSPD Non-Emergency Number (719-444-7000) as appropriate; call 911 for life threatening situations
- Report any suspicious activity to management in detail
- Submit clear, concise, and timely incident reports at the end of each shift

- Notify On-Call Manager (call admin phone) **immediately** if unable to fill an assigned shift or need to end a shift early due to illness, family emergency, etc.
- Keep all licenses and training up to date

SKILLS & QUALIFICATIONS

- Must be aged 21+; pass a criminal background check (cannot have felonies or domestic violence convictions or charges); pass a drug test; possess a reliable working vehicle capable of operating in inclement weather conditions
- Respectful and professional interpersonal communication skills when interacting with the public, clients, and fellow employees
- Proficiency and comprehension of security policies, practices, as well as state and city laws and ordinances
- Keen and observant eye to ensure any suspicious activity does not go unnoticed and unreported
- Ability to act with integrity and in a professional manner
- Ability to operate emergency life safety equipment (AED, etc.) and respond to intruder detection systems – training will be provided
- CPR certification – training will be provided
- Ability to adapt and accommodate schedule changes, last-minute calls, and site changes
- Maintain a professional appearance and meet minimum standards regarding personal grooming, clean & serviceable uniform, etc.; determine risk factors for injury regarding hair styling, earrings, piercings, etc.
- Be responsible for your equipment (handcuffs, pepper spray, etc.) and keep up to date with guidelines on usage

MISCELLANEOUS ITEMS

- Officers are subject to a 60-day probationary period beginning with their first assignment
- Officers will be provided with a Baker & King Security Services branded polo but are required to After 80 hours of work, officers will be paid \$0.50/hour for uniform allowance (wear, tear, replacement)

To apply, please send your resume to: **info@BakerAndKingSecurity.com**



Baker & King Security Services
 19 N Tejon St, Ste. 108
 Colorado Springs, CO 80903
 BakerAndKingSecurity.com
 719-388-3582
 info@BakerAndKingSecurity.com

***"A DIFFERENT WAY TO SERVE"
AT FORT CARSON***



NOW OFFERING FOR CYS DIRECT CARE EMPLOYEES

50%

DISCOUNT ON YOUR CHILDCARE

**+ Priority One Care (GUARANTEED CHILDCARE, NO WAIT LIST)
Offer available to new & existing CYS Direct Care Employees.
Save over \$6,000 per year!**

An average family on Fort Carson pays \$547 per child, per month, for full-day care; with two kids, this means \$1,094 per month. The CYS Discount program for Direct Care employees reduces this cost by 50% – which equates to an annual savings of \$6,564 per year!

*Savings will vary by category income classification. The CAT 6 example above is an average based on a combined household income of \$75,000 per year.

CURRENTLY HIRING

At \$16.70/hr to start

With new discount saving, this means an average of \$20.10 /hr* with 2 kids in childcare!

\$17.70/hr after 6 months

\$18.91/hr after 1 year

*Averages based on a 40 hr work week

**To get start
Scan Here**





H2O Power Equipment (H2O) is Colorado's largest and one of the nation's leading (Top 5) industrial cleaning equipment dealers and have been in business for over 30 years. Whether buying new or used equipment, obtaining parts and accessories, or requesting maintenance and repair services, our sales, parts and service staff have the knowledge and training to consistently exceed customer expectations.



The Ideal Candidate: As we aim to grow, we are looking for high-caliber individuals with unquestionable integrity, a drive that mirrors ours and a desire to grow professionally and personally. In exchange, we are committed to providing all of the tools necessary for success, including initial and ongoing training opportunities as well as career-advancement opportunities through continuous evaluation and feedback.



Job Description: Service Technician / Sales

Schedule: 8-hour shift, Monday – Friday 7:30 am to 4:00 pm / Job Type: Full-time / Total Pay (factoring in commissions): \$25.00 - \$30.00 per hour

As a Service Technician, you will be performing installations and maintenance/repair actions on a variety of equipment, such as pressure washers, parts washers, waste-oil heaters, water treatment systems, floor scrubbers and steamers, among other products. You will also have the opportunity to earn sales commission on new/replacement products recommended to the customer during your service call.

****Direct experience in these product categories not a must, as long as you have a mechanical background and are coachable!****



Skills we are looking for include:

- Small-engine and pump repair
- Component troubleshooting and replacement
- Burner systems (natural gas and diesel)
- Basic electrical (control voltage, motor starters, contactors; AC single and three-phase, DC)
- Basic plumbing and emission exhaust (drain lines, water pumps/tanks, vents & stacks, etc.)



Compensation & Benefits:

- Base pay of \$20-\$21.50 per hour to start, up to \$1 raise after 90 days
- Earn \$5-\$10 per billable hour in commission
- Earn tiered, flat rate commission on products sold during service calls
- ABILITY TO MAKE \$60,000+ IN FIRST YEAR
- 40 hours PTO in first year, 80 hours years two through five, 120 hours years six and more
- 6 Major Paid Holidays
- 401k with Company match up to 5%
- Health insurance (50% of employee premium paid)
- Dental insurance (100% of employee premium paid)
- Equipment training provided
- Company service vehicle & Smart Phone provided (for field roles)
- Annual tool & boot allowance (in addition to Company uniform service)



Interested? Send us an email or give us a call!



Info@h2opowerequipment.com



303-287-7561 ext 201



MULTIPLE JOB OPPORTUNITIES NOW!



Come Join Your Neighbors

We're right off Hiway 115 and Lake Ave.

Go here: <https://www.myronstratton.org/about-us/employment/>

We routinely accept inquiries for the following full or part-time positions:

- Certified Nurse's Assistants for Our Spry Assisted Living Residents (No HILTS)
- QMAPS
- Hospitality Aides
- Dining Service Aides
- Dining Service Cooks (No one works past 6PM in the kitchen!)
- Housekeepers
- Maintenance/Grounds (Like tractors?)

Questions? Email cgardnersmith@myron.org with your completed application. Call or text CGS with any questions you may have. Let's talk! 719-661-0586. (Direct cell phone line)

We are initiating an employee tuition reimbursement program. Continue or pay for your education with our help and support. The Myron Stratton Home is an equal opportunity employer. Join the team on our campus that serves 109 residents in assisted and independent living. Enjoy the strong teamwork, beautiful facilities and grounds. We provide competitive wages, 3 weeks of vacation, holiday and sick leave, and low premium medical and dental insurance for you and your family. Life insurance and a 401k retirement plan are also available.



Now Hiring Manufacturing Professionals

PCC is the world leader in structural investment castings, forged components, and airfoil castings for aircraft engines & industrial gas turbines.

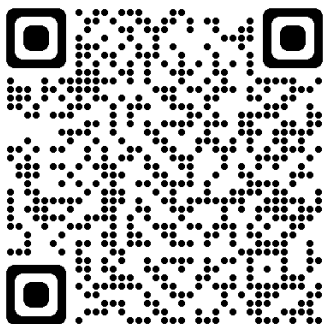
Apply today!



Ask a Question
ray.cuttino@pccairframe.com

Or Call: 717-855-7093

View Current Opening
careers.precast.com



Locations:
120 + Facilities
29 States
13 Countries

Industries:
Aerospace
Power
General Industrial



Sawdey Solution Services, Inc. has built a nationwide and global footprint providing innovative cross-disciplined professional services, engineering, and cyber solutions to Department of Defense, Department of Homeland Security, Federal Agencies, and commercial customers. They are seeking a Remote Technical Sourcer/Recruiter. For more details on the position and how to apply, please review the attachment. The organizational point of contact is Hanna Long and she may be reached at hlong@sawdeysolutionservices.com.

Position Title: Remote Technical Sourcer/Recruiter – Military and DoD
Location: Remote, USA
Position Description: We seek a driven and goal-oriented individual to join our Operations team as a Technical Sourcer/Recruiter – Military & DoD. This is a fully remote/telework/virtual position based anywhere in the United States. Proximity to a military community or installation is desired, but not required.

Just as Sawdey strives to hire the brightest technical minds in the industry, we also want to build our recruiting team out of the most driven and tenacious stars. The Technical Sourcer/Recruiter – Military & DoD will work directly alongside the company's leadership to understand staffing requirements and build pipelines that drive military and DoD hiring. This role acts as the key liaison between candidates and operations, ensuring and prioritizing a superior candidate experience while tactilely performing proactive recruitment. A successful recruiter at Sawdey will need to thrive in a challenging and ever-changing environment, be a self-starter, innovative, and out-the-box thinker. If you enjoy collaborating with a team while still working independently, we invite you to come see what the Sawdey experience is all about.

Description:

The Technical Sourcer/Recruiter – Military & DoD Recruiter will support recruiting and operations efforts for cleared positions in both CONUS and OCONUS locations. This position functions as a member of the Operations team and is responsible for executing strategies that support the organization's hiring needs.

Additional Responsibilities Include, but are not Limited To:

- Proactive sourcing of cleared candidates with NAC, Secret, Top Secret, and Top Secret/SCI clearances for positions with highly unique capabilities and requirements.
- Pre-screen incoming resumes, phone screen candidates, and present recommendations to executive directors/hiring managers.
- Establish and maintain positive relationships with external vendors, transition/veteran centers, military installations, diversity organizations, and veteran organizations.
- Build long-term, value-added relationships with passive and active prospects in the DoD and military communities, including managing

candidate pipelines, providing meaningful experiences during the identification and attraction processes, and maintaining relationships with candidates not selected.

- Create new and edit pre-existing job descriptions following OFCCP and Sawdey standards.
- Partner with executive directors and operations staff to discuss position criteria, determine minimum candidate requirements, and discuss sourcing strategies.
- Ensure consistent application of Recruiting and Operations processes and policies.
- Maintain informed and up-to-date knowledge of federal, state, and local employment laws including compliance with OFCCP, EEO, and Affirmative Action.
- May attend local/national career events (in-person or virtually).
- Assist with proposal development, if necessary.
- Perform other duties, as assigned.

Position Requirements:

- Minimum of five (5) years' previous experience in a technical recruiting or sourcing role.
- Minimum of three (3) years' experience recruiting for DoD/Military/Cleared positions.
- Must have previous experience with Boolean search methods and working within an ATS/HRIS.
- Strong sourcing expertise and knowledge are required.

Desired Experience:

- Knowledge of military culture including skills translation, rank structure, and veteran to civilian transition.
- Former military service or experience working with the military is **highly** desired.
- Experience supporting remote customers.

Education:

- Bachelor's degree in Organizational Leadership, Business Management, or similar discipline desired.

Certificates, Licenses, Registrations:

- AIRS certification highly desired:
 - CIR (Certified Internet Recruiter)
 - ACIR (Advanced Inter Recruiter)
 - CMVR (Certified Military Veteran Recruiter)

Other Required Skills & Abilities:

- Must be able to effectively communicate with customer and fulfill all duties and responsibilities as listed in the contract.
- Must be proficient in Microsoft Office suite including, but not limited to: Word, PowerPoint, Excel, and Outlook.

- Must demonstrate a willingness and passion for going above and beyond to support the Operations team's sourcing and recruiting needs.
- Must be assertive, work with a sense of urgency, and have a strong work ethic.
- Must have strong organizational, time management, verbal and written communication, and customer service skills.
- Must be self-motivated and able to work with little direction.

COVID-19 Vaccination Requirement:

- While the vaccine mandate for federal contractors and subcontractors is still being decided, we are continuing to collect vaccination record cards and accepting requests for legal accommodations (approval of a legal accommodation is not guaranteed). Although providing this documentation is not required at this time, we appreciate your cooperation in voluntarily providing this documentation to us should the Executive Order be upheld in the courts.

Security Clearance:

- Must be able to pass a Background Investigation.

US Citizenship: This position supports a U.S. Government Contract whose terms require Sawdey Solution Services to staff it only with U.S. Citizens.

Application Mechanism: https://www.appone.com/MainInfoReq.asp?R_ID=4629784



CAREERS IN REAL ESTATE FOR MILITARY SPOUSES



Sentry Residential is the nation's home for agents serving our military. We're on a mission to improve the lives of military families by offering exclusive education and resources, no matter where the next PCS takes you.

SAVE ON REAL ESTATE SCHOOL

- Up to 30% off on the nation's top Real Estate Schools
- Offer is not exclusive to Sentry Agents
- Virtual and in-person learning options available

SENTRY BOOT CAMP

- Free, virtual mentorship program designed to transform new agents into top producers
- 10 weeks of module learning & 6 months of in-the-field training
- Agents expected to close 3 transactions to graduate

SERVE WITH US IF YOU:

- ★ are a real estate agent
- ★ want to become one
- ★ desire to earn an Income referring clients

careers@sentryres.com | sentryresidential.com

THE SHERWIN-WILLIAMS COMPANY

2022 U.S. TOTAL REWARDS

At Sherwin-Williams, our employees are important to us. That's why we offer a comprehensive range of compensation and benefit programs designed to help you take care of your health, protect your income and build savings for the future.

Note: The information below is intended for U.S. candidates and employees.

MY PAY

- ➔ Base Pay
- ➔ Bonus Pay/
Additional Pay
- ➔ Equity Awards
- ➔ Overtime/
Commissions

MY RETIREMENT & SAVINGS

- ➔ 401k Plan
- ➔ Pension Investment
Plan (PIP)
- ➔ Nonqualified
Retirement Plans
- ➔ Total Rewards
Statement

MY HEALTH & SECURITY

- ➔ **Health Insurance**
 - ▶ Medical & Prescription Drug
 - ▶ Flexible Spending Accounts
 - ▶ Health Savings Account
 - ▶ Dental
 - ▶ Vision
- ➔ **Life Insurance**
 - ▶ Basic Life
 - ▶ Optional Employee Life
 - ▶ Optional Spouse and Dependent Life
 - ▶ Optional Employee AD&D
- ➔ **Disability Coverage**
 - ▶ Short-Term Disability
 - ▶ Long-Term Disability
- ➔ **Voluntary Benefits Insurance**
 - ▶ Critical Illness
 - ▶ Accident
 - ▶ Hospital Indemnity
 - ▶ Legal
 - ▶ Auto and Home
 - ▶ Identity Theft Protection
 - ▶ Pet
 - ▶ Permanent Life
- ➔ **Business Travel Benefits**
 - ▶ Business Travel Accident
 - ▶ World Business Traveler
 - ▶ ISOS

Detailed benefit plan information and rates are located on www.myswbenefits.com. Choose "Candidates" and click on the "Learn About Sherwin-Williams Benefits" tile to review the Benefits 101 Guide.

**SHERWIN
WILLIAMS** | LET YOUR
COLORS
SHOW

NOTE: Benefits listed on this document may or may not be applicable to you if hired by Sherwin-Williams.

MY WELL-BEING

- Balance 4 Well-Being
- Employee Assistance Program
- Fitness Reimbursement
- Quit for Life (Tobacco Cessation)
- Flu Shot Program
- WW (Weight Watchers)

MY TIME AWAY FROM WORK

- Vacation
- Paid Parental Leave
- Bereavement Leave
- Military Leave

MY EXTRAS

- Adoption Assistance
- Tuition Reimbursement
- Celebrate Recognition Program
- Credit Union
- WageWorks Commuter Benefit
- Holidays
- Employee Discounts
- S-W BenefitHub Marketplace
- Employee and Extended Family Discount Cards
- 529 College Savings Plan

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Retirement Plans
- ➔ Total Rewards
Statement

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 - Medical & Prescription Drug
 - Flexible Spending Accounts
 - Health Savings Account
 - Dental
 - Vision
- ➔ **Life Insurance**
 - Basic Life
 - Optional Employee Life
 - Optional Spouse and Dependent Life
 - Optional Employee AD&D
- ➔ **Disability Coverage**
 - Short-Term Disability
 - Long-Term Disability
- ➔ **Voluntary Benefits Insurance**
 - Critical Illness
 - Accident
 - Hospital Indemnity
 - Legal
 - Auto and Home
 - Identity Theft Protection
 - Pet
 - Permanent Life
- ➔ **Business Travel Benefits**
 - Business Travel Accident
 - World Business Traveler
 - ISOS

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**SHERWIN
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IN OUR MANAGEMENT SALES TRAINING PROGRAM

Grow your career as you gain experience leading a team, managing store operations, provide excellent service to our customers and develop a strategic business plan for your store.

WHY WORK WITH US

OUR SHERWIN-WILLIAMS FAMILY

Our 60,000 employees are diverse, innovative and passionate. Our commitment to each other and a persistent focus on our customers and the communities we serve has defined us as a global leader for more than 150 years.

LEADERSHIP DEVELOPMENT

We provide best-in-class leadership experiences to jump start your career and take ownership of your future. With this first step, you'll develop the foundation for what it takes to become a successful leader in our organization.

LIMITLESS CAREER OPPORTUNITIES

Dedication to our employees' success has led to an internal promotion rate of more than 90%. Leadership teams are committed to you and your career growth. This structured program provides the support you need, including formal discussions every six months to review your development and objectives.

WHAT'S IN IT FOR YOU

- Competitive salary
- Progressive pay increases
- Performance-based incentives
- Generous long-term retirement and savings plans
- Inclusive healthcare benefits
- Tuition reimbursement
- Employee discount partnerships
- And more!

Equal Opportunity Employer of all protected statuses, including disability and veteran. A101747PD

LEARN MORE:

CAREERS.SHERWIN-WILLIAMS.COM

**TEXT
JOBS
TO 27579**



* You'll receive one auto-text and option to receive another with local job openings. Message & data rates apply.

A101747PD

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MY RETIREMENT & SAVINGS

➔ 401k Plan

➔ Pension Investment Plan (PIP)

➔ Total Rewards Statement

MY HEALTH & SECURITY

➔ Health Insurance

- ▶ LiveHealth Online Virtual Visits
- ▶ RxSavings Plus Program

➔ Voluntary Benefits Insurance

- ▶ Auto and Home
- ▶ Pet

MY WELL-BEING

➔ Balance 4 Well-Being

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A102916PD

MY TIME AWAY FROM WORK

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➔ Bereavement Leave

➔ Military Leave

MY EXTRAS

➔ Celebrate Recognition Program

➔ Credit Union

➔ WageWorks Commuter Benefit

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➔ S-W BenefitHub Marketplace

➔ Employee and Extended Family Discount Cards

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SHERWIN WILLIAMS®

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STORE DELIVERY DRIVERS



NOW HIRING!

Provide exceptional service to our customers through safe and timely delivery of the tools and products they need to get the job done.

WHY WORK WITH US

OUR SHERWIN-WILLIAMS FAMILY

Our 60,000 employees are diverse, innovative and passionate. Our commitment to each other and a persistent focus on our customers and the communities we serve has defined us as a global leader for more than 150 years.

CAREER GROWTH OPPORTUNITIES

There are numerous career paths and rewarding positions to pursue at Sherwin-Williams. No matter which path you choose, advancement begins with mastery of each opportunity. We are committed to you and your career growth.

OUR CUSTOMERS

Our customers are the reason we're here. Every employee is a unique and important part of the total customer experience. In our stores, you have a direct impact on their success.

FULL TIME AND PART TIME OPPORTUNITIES!

WHAT WE'RE LOOKING FOR

- Must be at least 21 years old
- Must have a valid and unrestricted driver's license
- Must have the right to work in this country without visa sponsorship
- Prefer experience in delivery, retail sales or customer service environment

Equal Opportunity Employer of all protected statuses, including disability and veteran. A102104PD

LEARN MORE:

CAREERS.SHERWIN-WILLIAMS.COM

**TEXT
JOBS
TO 27579**



* You'll receive one auto-text and option to receive another with local job openings. Message & data rates apply.

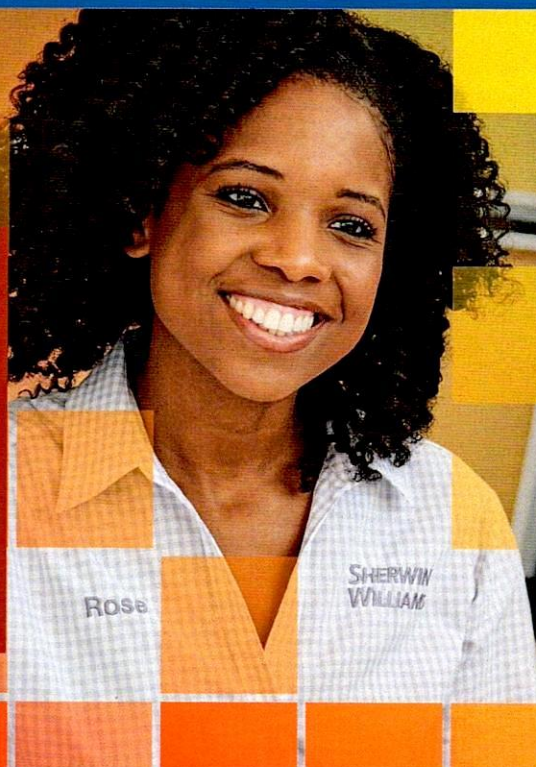
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CAREER GROWTH OPPORTUNITIES

There are numerous career paths and rewarding positions to pursue at Sherwin-Williams. No matter which path you choose, advancement begins with mastery of each opportunity. We are committed to you and your career growth.

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Our customers are the reason we're here. Every employee is a unique and important part of the total customer experience. In our stores, you have a direct impact on their success.

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We are looking for an administrative assistant to manage the practitioners schedule, answer phones, help with initial patient paperwork and some light insurance work.

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TRE-The Resource Exchange

Non-Profit Organization

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Current Openings:

- * Early Intervention, Occupational Therapist- \$33.38-\$34.77/hr
- * Coordinator-\$19.77 - \$20.48/hr
- * Controller-\$91,176 - \$94,975/yr
- * Developmental Interventionist III PT-\$23.76- \$24.75/hr
- * Developmental Interventionist Flex-\$20.02-\$ 20.75/hr
- * Quality Coordinator-\$19.77-\$20.48/hr
- * Respite Programs Assistant-\$17.23-17.85/hr
- * Coordinator, Part Time-\$19.77-\$20.48/hr
- * Case Management Service Coordinator-\$19.77-\$20.48/hr (Woodland Park)
- * Support Coordinator-\$18.98 - \$19.69/hr
- * Service Coordinator-\$19.77-\$20.48/hr
- * Service Coordinator, HCA-\$19.77-\$20.48/hr
- * Enrollment Coordinator-\$19.77-\$20.48/hr
- * SC Support Coordinator-\$17.43-\$18.06/hr
- * Case Aide-\$16.29 - \$16.88/hr
- * Intake Coordinator-\$19.77-\$20.48/hr
- * Prior Authorization Coordinator-\$19.77-\$20.48/hr (Fully Remote)



FIND YOUR CAREER AT UCCS

Seeking to Hire:

Admin Assistant III—Military Science

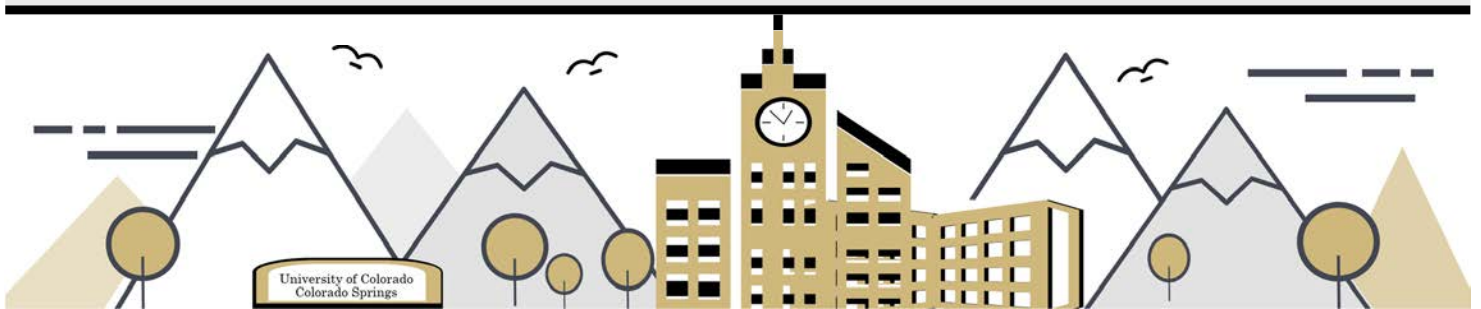
Apply online for posting # **26547**

www.cu.edu/cu-careers

The Administrative Assistant III in Military Science serves as the university liaison between UCCS and Army ROTC. Under limited supervision, position includes project management and special event coordination, recruitment and cadet retention support, purchase, and travel card management; program budget management, marketing and social media updating, cadet support, and outreach and fundraising responsibilities. This position is 100% on-site. Minimum qualifications include 3 years of experience in an occupational field related to the work assigned to the position and appropriate education will substitute for the required experience on a year-for-year basis.

The priority date has passed, but we still encourage you to apply. The tentative start date is September 1, 2022.

Apply today! [Admin Assistant III—Military Science](#)



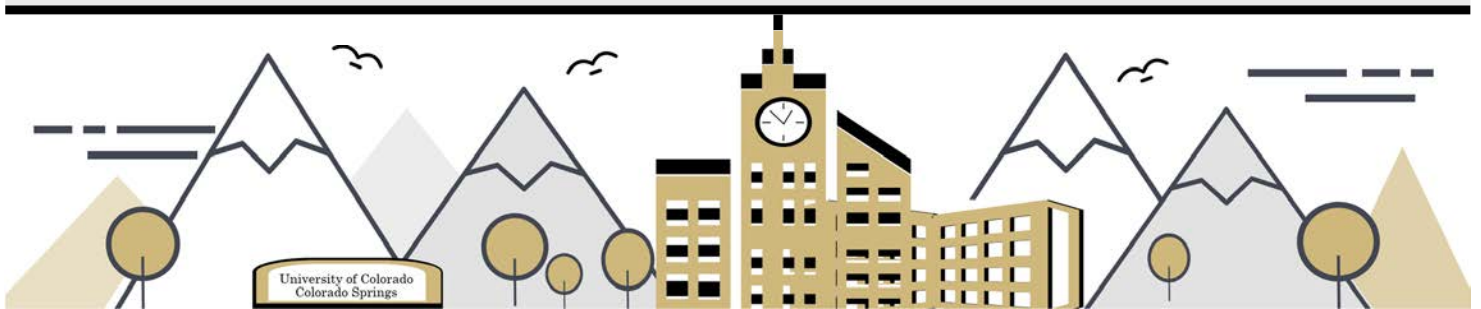


Seeking to Hire:
Medical Assistant, Primary Care Clinic
Apply online for posting # **26729**
www.cu.edu/cu-careers

The Medical Assistant is responsible for front desk operations, checking in patients, triaging acute care visits, assisting providers with medical procedures, medical supply inventory, and collecting lab specimens at the Primary Care Clinic in the Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences. Minimum qualifications include basic computer and telephone skills, BLS certification within 60 days of hire, and Active Medical Assistant registration or certification.

The priority date for applications is July 27th with a tentative start date is August 22, 2022.

Apply today! [Medical Assistant](#)



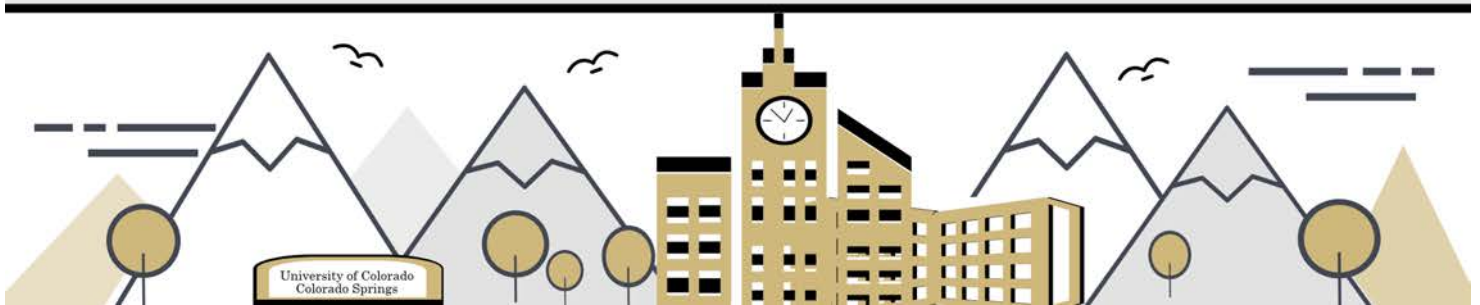


Seeking to Hire:
Student Aid Counselor
Apply online for posting # **26544**
www.cu.edu/cu-careers

The Financial Aid student aid counselor is a full-time position, which supports the Office of Financial Aid, Student Employment and Scholarships. The primary responsibility of this position is to support and maintain all functions of the administration and coordination of the federal, state and institutional aid programs at UCCS. This position maintains a thorough and current working knowledge of all Title IV Federal, State of Colorado, and institutional rules, regulations and procedures to ensure accurate programming so that our awards are in compliance. Minimum qualifications include a bachelor's degree plus two years of experience in higher education.

This position is 100% on-site. Candidates that apply by August 7th will receive full consideration, and the tentative start date is September 1, 2022.

Apply today! [Student Aid Counselor](#)





FIND YOUR CAREER AT UCCS

Seeking to Hire:

Student Engagement and Programs Coordinator

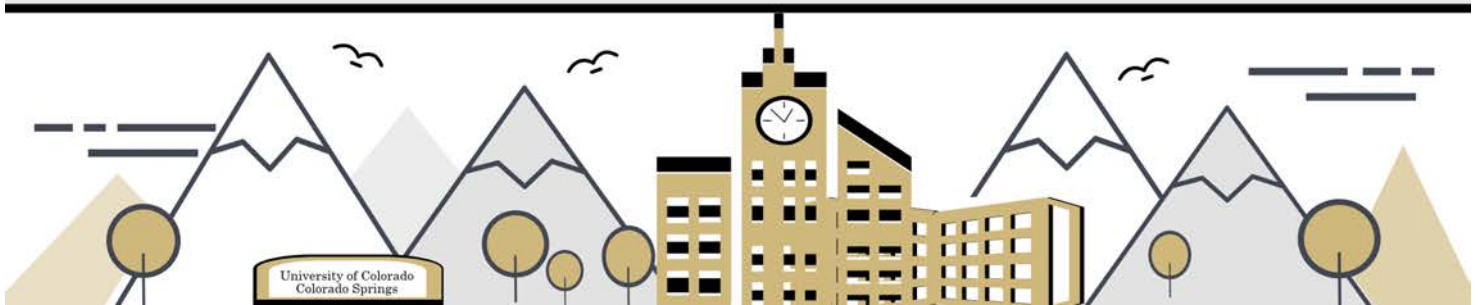
Apply online for posting # **26286**

www.cu.edu/cu-careers

The Student Engagement and Programs Coordinator shall promote and maintain a student-centered approach to supporting military-connected students from recruitment to graduation, and beyond. Focal areas include personal, responsive support in the areas of academics, social, and transition for those students who are veterans, active-duty military, and their family members. This position is 100% on-site. Minimum qualifications include a bachelor's degree from an accredited institution of higher education plus two (2) or more years of work experience in event planning, recruitment, and/or program creation.

The priority date for applications is August 14th with a tentative start date is September 12, 2022.

Apply today! [Student Engagement Program Coordinator](#)





United States Olympic & Paralympic Committee Job Description

Job Title	<u>Executive Assistant</u>	Job ID	<u>P2518</u>
Department	<u>Development</u>	Date Revised	<u>JUN 2022</u>

Summary

The Executive Assistant has a strong understanding of fundraising processes and provides executive-level administrative and project support to the Chief Development Officer (CDO). This individual executes key tasks assigned by the CDO including facilitating to completion executive-level presentations and correspondence on behalf of the CDO, managing daily **action items, and promoting the division's fundraising and operations plans that are critical to the Foundation's philanthropic goals. Often the first point of contact for USOPC donors and prospects, the Executive Assistant is expected to represent the USOPC, USOPF, and the division professionally, work collaboratively, and handle multiple tasks proactively, efficiently, and accurately. The Executive Assistant is also part of the USOPC's executive support team** and will provide additional support to the overall organization and support meetings and events as needed.

Duties & Responsibilities

1. **In concert with the CDO and Development's** Leadership Team, champion a culture rooted in collaboration, prioritization, strategic growth, and donor-centric execution. Support a team environment that fosters internal communication and collaboration.
2. Assist the CDO with daily tasks and projects that elevate effectiveness including following office and organizational protocols for greater efficiency and collaborating with division experts and engage appropriate staff in order to meet deadlines and execute projects.
3. Manage and prioritize CDO requests including facilitating conversations and communications between CDO and staff, building bi-weekly agendas, managing meeting materials, and monitoring progress on Leadership Team action items.
4. Support the CDO in managing a robust fundraising portfolio. Update prospect and donor records; monitor major and principal gift renewals and revenue growth goals.
5. Prepare and facilitate preparation of high-level correspondence and communications, including crisp Board, Executive Committee, and Principal Gift donor materials with rich and strategic content.

6. Represent and support the USOPF Board Governance and Relations Team by assisting CDO on matters such as Governance Road Map, Director and Trustee engagement opportunities, and recording next steps for volunteer leadership.
7. Work closely with prospects, donors, and USOPF Directors and Trustees. Speak knowledgably about the USOPC, USOPF, and the Olympic and Paralympic Movements **to motivate constituents contribute to the organization's top priorities.**
8. **Assist the division as Development's Liaison to the USOPC CEO's office, overseeing** scheduling requests for donor/prospect meetings and special appearances; ensure proper engagement protocol is followed. Monitor office presentation format and materials so that only relevant executive-level information is communicated.
9. **Manage leaders' business and travel calendars to include meeting schedules, events,** airline, hotel reservations, and ground transportation. Use initiative to handle a wide variety of administrative support duties, department operations, administration, and communications for the department.
10. Manage expense reports and timely submissions, contract routing, and invoice payments for the Division.
11. Maintain meeting schedules, arrange meeting facilities, and ensure relevant meeting information is attached and/or printed prior to meetings. Coordinate logistics of meetings and events including calendar invites, agenda development, coordination with IT, Facilities, and Events and Logistics for meeting space, etc., covering all possible logistics issues. Provide timely research and/or information in preparation for meetings, events, and special projects.
12. Support projects across the Division as directed by the Chief.
13. Maintain Division overall calendars of deadlines, events, travel, and vacation days.
14. Strive to continuously improve the efficiency of the executive support experience. Provide insights and constructive ideas for improving operations.
15. Establish maintain effective working relationships with other USOPC staff, including **Leadership Team's executive assistants, and other constituent groups.**
16. Maintain appropriate office files and records and develop and maintain accurate filing systems, in compliance with USOPC document retention policy.
17. Support special organizational events and meetings and provide support to other executives in the absence of their Executive Assistant.
18. Perform other duties as assigned.

Minimum Qualifications Required

Education:

- **Associate's** degree or equivalent work experience

- **Bachelor's degree preferred**

Experience:

- 5 years of experience providing high level administrative support to senior or executive level staff
- Prior experience working in development/fundraising strongly preferred
- Office/department management experience

Skills:

- Highly skilled and competent in Microsoft Office suite of programs (PowerPoint, Excel, Word, SharePoint, and Outlook) and database management
- Highly organized with the ability to prioritize and track multiple ongoing tasks
- Excellent verbal and written communication skills
- Knowledge of remediation and document accessibility
- Ability to manage interruptions without impact to accuracy of work product
- Ability to maintain absolute confidentiality, to perform duties with utmost discretion and to act with complete integrity
- Advanced working knowledge virtual meeting platforms such as Teams and Zoom
- Ability to establish and maintain effective professional relationships with all staff levels, volunteers, key executives, and the public
- Ability to deal with non-routine matters and special projects with minimum instruction and make sound decisions within scope of authority
- Ability to establish and maintain effective professional relationships with all staff levels, volunteers, key executives, and external constituents
- Meticulous attention to detail and ability to produce high-quality, error-free materials
- Willingness to learn from others and be flexible when needed
- Knowledge of the Olympic & Paralympic movements, the organization, and its structure preferred

Tools, Equipment, & Conditions

- Standard office equipment
- Office environment in multi-story building on multi-building site
- Occasional to frequent travel for Games, Board meetings, and Development events; travel may be frequent in Games years
- Prolonged sitting and use of hands/wrists
- Regular attendance at work is an essential function
- Ability to work flexible schedule and additional, nontraditional work hours

Work Location

Hybrid – Colorado Springs Downtown HQ or LA28 HQ in Los Angeles, CA



Remote Vacancies

IT Project Manager
Closes 8/8/2022

Contracting Specialist (Grants)
Closes 8/10/2022

Human Resources Specialist
(Recruitment & Placement)
Closes 8/8/2022

Medical Records Technician (Coder)
Inpatient
Closes 8/11/2022

Writer - Editor
Closes 8/8/2022

Aviation Safety Inspector (Operations)
Closes 8/11/2022

Staff Assistant
Closes 8/8/2022

Hydrologist (Modeling Specialist)
Closes 8/12/2022

Agricultural Marketing Specialist Senior Auditor
Closes 8/8/2022

Budget Analyst (Transportation)
Closes 8/15/2022

CYP Fee Assistance Operations Clerk
Closes 8/8/2022

Medical Records Tech (Coder) CDIS
Closes 8/15/2022

Human Resources Specialist (Classification)
Closes 8/8/2022

Financial Management Specialist
Closes 8/15/2022

Human Resources Specialist
(Information Systems)
Closes 8/9/2022

Project Manager
Closes 8/15/2022

Lead Medical Support Assistant
Closes 8/9/2022

Medical Records Administrator Specialist
Closes 8/19/2022

Investigator
Closes 8/9/2022

*Clinical Pharmacist Specialist
Women's Health
Closes 8/19/2022

IT Specialist
Closes 8/10/2022

External Affairs Specialist
Closes 8/24/2022

Click on the job title to access the announcement.

*Announcement will close at a specified number of applications which can be sooner than the close date.



Nursing Assistant

Closes 8/8/2022

Maintenance Worker Helper NA-05

Closes 8/9/2022

Visitor Services Assistant

Closes 8/8/2022

Recycling Technician (Correctional)

Closes 8/9/2022

Social Worker Program Coordinator
(Grant & Per Diem)

Closes 8/8/2022

Aviation Safety Inspector (Maintenance)

Closes 8/9/2022

Aviation Safety Inspector
(Air Carrier Operations)

Closes 8/8/2022

Aerospace Engineer

Closes 8/9/2022

Sales Store Checker

Closes 8/8/2022

Child and Youth Program Assistant
(Target Level 4/MVO) CY-02

Closes 8/10/2022

Animal Health Technician

Closes 8/8/2022

Occupational Safety and Health Specialist

Closes 8/10/2022

General Engineer

Closes 8/8/2022

Forestry Technician (Fire) Assistant Engine
Captain Direct Hire Authority

Closes 8/10/2022

Financial Specialist

Closes 8/8/2022

CYS Program Associate Homework Lab
NF-03

Closes 8/11/2022

Transportation Assistant (Personal Property)

Closes 8/8/2022

Human Resources Specialist - Human
Resources Development (Employee
Development Specialist)

Closes 8/11/2022

Recreation Assistant NF-02

Closes 8/8/2022

IT Specialist (Security)

Closes 8/8/2022

Nurse (Quality Improvement and Infection
Control Nurse)

Closes 8/11/2022

Click on the job title to access the announcement
Additional Fort Carson/Colorado Springs area positions:

[USAJOBS Ft. Carson](#)

NOW HIRING!!!!

Mechanical & Electrical Specialist

Exciting

Career

Opportunity

COMPANY PROFILE

Widefield Water and Sanitation District is in the southern portion of Colorado Springs, Colorado. WWSD serves approximately 10,251 sewer connections and 9,695 water connections.

We have been the fastest growing area of El Paso County for the past several years. The area offers excellent schools, numerous college sporting events, affordable housing, an airport, and numerous outdoor activities.

CONTACT

☎ 719-390-7111

💬 Carmen Slagle

✉ Carmen@wwsdonline.com

🌐 www.wwsdonline.com

COMPENSATION

The Mechanical & Electrical Specialists Salary Range:

\$28.43 an hour to \$39.19 an hour

The successful candidate could be eligible for a hiring bonus of up to \$5,000.

Benefits Package:

Medical

Dental

Vision

HSA contributions

Life & Dependent Life Ins, Long & Short-Term Disability

401a Retirement (5% Match)

457 Before & After-Tax Contributions (3% of employee's contribution)

10 paid holidays (on-call duties may require holiday work)

Personal Holiday (after 6 months)

Safety gear, including annual work boot allowance

Uniforms

Company vehicle for duty requirements

Career development, paid training, and professional certification costs

SKILLS

- Maintains pumps, motors, control equipment, electrical panels, lighting, VFD's, PLC's, telemetry, sensors, gauges, flow meters, and other equipment used in the water and wastewater industry. Includes equipment at treatment plants, lift stations, well sites, tank sites, and vaults.
- Removes, replaces, rebuilds, and troubleshoots pumps, motors, valve operators, and controls equipment.
- Performs preventative and corrective maintenance on equipment, vehicles, and buildings.
- May perform other duties to maintain facilities such as pouring concrete, running conduit, piping, painting, structural repairs, and housekeeping duties.

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NOW HIRING!!!!

Staff Accountant II

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Career
Opportunity

COMPANY PROFILE

Widefield Water and Sanitation District is in the southern portion of Colorado Springs, Colorado. WWSD serves approximately 10,251 sewer connections and 9,695 water connections.

We have been the fastest growing area of El Paso County for the past several years. The area offers excellent schools, numerous college sporting events, affordable housing, an airport, and numerous outdoor activities.

CONTACT

☎ 719-390-7111

💬 Carmen Slagle

✉ Carmen@wwsdonline.com

🌐 www.wwsdonline.com

COMPENSATION

The Staff Accountant II Salary Range:

\$28.43 an hour to \$39.19 an hour

The work schedule is Monday through Friday, 8:00 am – 5:00 pm.

Benefits Package:

Medical
Dental
Vision
HSA contributions
Life & Dependent Life Ins, Long & Short-Term Disability
401a Retirement (5% Match)
457 Before & After-Tax Contributions (3% of employee's contribution)
10 paid holidays (on-call duties may require holiday work)
Personal Holiday (after 6 months)
Paid Vacation and Sick (begin accrual upon start)
Safety gear, including annual work boot allowance
Career development, paid training, and tuition reimbursement
Merit Increases of up to 5% and possible bonuses.

SKILLS

- Supports the District Manager and Director of Administrative Service by assisting in the preparation of the annual budget by collecting, analyzing, and consolidating financial data with input from management and staff.
- Ensures the accuracy of entries to ledger accounts and reconciles company ledger accounts to the general ledger.
- Reconciles bank accounts, A/P, A/R, and payroll to the general ledger. Is responsible for payroll preparation and processing.
- Excellent customer service skills and experience working with the public as well as being proficient in utilizing a variety of billing/accounting software systems, including Microsoft's Excel and Word. Data West BillMaster utility billing & Sage ACCPAC accounting software experience preferred.
- GAAP, GASB and all accounting systems and procedures necessary.

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view the full job description

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- ❖ Property Operations
- ❖ Corporate Functions
- ❖ Executive roles

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TODAY!**



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