

10-28-2025  
CYI Community Center  
901 Henriette Ave., Crivitz, WI 54114  
715-854-3109

**NOW HIRING: Marketing & Programs Coordinator**

Crivitz Youth, Inc. Community Center

The Crivitz Youth, Inc. Community Center (CYCC) is seeking a creative, community-minded Marketing & Program Coordinator to help bring our mission to life through engaging programs, events, and outreach. This position combines marketing, public relations, and program coordination—perfect for someone who loves to plan, promote, and make a difference in the community.

**Position Summary:**

Under the supervision of the Director, the Marketing & Program Coordinator is responsible for developing, implementing, and managing marketing efforts and promoting all CYCC programs. This role supports all departments, leads community outreach, and ensures a positive, connected experience for members and guests.

**Key Responsibilities:**

- Create and manage marketing materials, social media, and public communications
- Assist in developing, organizing, and promoting programs, events, and fitness offerings
- Conduct group fitness classes and help coordinate schedules for the pool, Kid Zone, and group fitness programs
- Support staff and assist in training, scheduling, and facility coordination
- Represent CYCC in the community and strengthen relationships with members, schools, and local organizations
- Serve as Manager on Duty as needed and assist with other departments when necessary

**Qualifications:**

- 1+ year of customer service experience
- 1+ year experience using computers and software (Microsoft Office, Canva, Adobe, or similar)
- Background in marketing, communications, or related field preferred
- Creative, organized, and comfortable engaging with the public
- Must obtain **Group Fitness Instructor or Personal Trainer certification within 6 months of hire** (CYI will partially reimburse certification and continuing education credits to maintain certification)

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- CPR/AED/First Aid certification (provided by CYI)

**Benefits:**


- Personal days and holiday pay based on hours and years of service
- 50% off childcare while working
- 50% off adult memberships, programs, and services
- 20% off all merchandise
- Free locker use and discounted fitness classes
- Simple IRA with up to 3% employer match after one year
- Health insurance (CYI pays 90% of premiums for qualifying staff)
- Supportive, energetic team environment with room to grow


**Schedule:**

Monday-Thursday 12:30 PM-8:30 PM + every other weekend (Saturday and Sunday) 5:30 AM-2:00 PM

This is a non-exempt hourly position, up to 40 hours per week, with a flexible schedule based on programs, events, and the center's needs.

**How to Apply:**

 Email your resume and application to: [cycdirector@crivitzyouthinc.com](mailto:cycdirector@crivitzyouthinc.com)

 Or drop off your application in person at the Crivitz Youth, Inc. Community Center front desk

We encourage all interested candidates to apply!