

YMCA of Snohomish County Job Description

Job Title: Risk Management Intern
FLSA Status: Non-Exempt
Reports to: Director of Training & Risk

Job Code:
Job Grade: A
Date: May 2025

To apply, go to [this link](#).

Position Summary:

The Risk Management Intern will have the opportunity to gain practical experience and contribute to the risk management efforts of the YMCA of Snohomish County. Working closely with the risk management team, the Risk Management Intern will collaborate with staff to observe risk management issues, research best practices, and create risk programs at Y branch locations, facilities, camps, etc., across the county. The intern will see first-hand how Enterprise Risk Management is executed in a non-profit, community-focused organization.

Essential Functions:

- Assist in full audits of vehicles, buildings, and programs
- Observe audits in action and learn the risk issues being audited
- Observe branch operations and aquatics programs, looking for risk
- Observe day and overnight camp programming; spend one night at overnight camp
- Read over all our different waivers, understand reasoning and usage
- Plan and execute an awareness campaign on a risk topic
- Research employee health and safety programs
- Update the Accident Prevention Program
- Create mini-trainings for topics such as Hazard Communication, Ergonomics, etc.
- Collaborate and coordinate with staff for on-site visitations and scheduling
- Attend monthly risk management meeting
- Attend YMCA leadership meetings and present at least once on a YMCA risk topic
- Attend risk-related meetings with our outside partners, i.e., insurance brokers and agents
- Attend local RIMS chapter meetings and events
- Create content for monthly risk and safety newsletters
- Assist on other projects as needed

Qualifications:

- Currently enrolled in a degree program in risk management, recreation, insurance, or a related field.
- Strong written and verbal communication skills
- Strong personal computer skills and experience with standard business software
- Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as individuals of diverse cultural and ethnic backgrounds
- Ability to work independently and collaboratively in a fast-paced environment
- Must be comfortable wearing pool-appropriate swimwear and spending time in our pool areas.
- Must have a vehicle. Mileage may be reimbursed when working between YMCA sites throughout the day.

Y Culture:

- Build relationships with a diverse membership base in culturally responsive ways, connect members with one another and to the YMCA
- Exhibit Caring, Honesty, Respect and Responsibility
- Complete required training and certifications within established guidelines

Embrace Leader Core Competencies:

Mission Advancement:

- Accepts and demonstrates the Y's values
- Demonstrates a desire to serve others and fulfill community needs

Collaboration:

- Works effectively with people of different backgrounds, abilities, opinion, 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 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

Physical and Mental Demands: The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job.

Physical Demands:

While performing the duties of this job, employees are regularly required to move from one place to another, move around buildings; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; take notes.

Mental Demands:

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; may use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with members, staff, volunteers, and others encountered in the course of work, some of whom may be dissatisfied individuals.

Typical Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Typically interaction with others is busy, constant and occasionally interruptive. Work may be demanding at times. May require ability to work irregular hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job descriptions represent a general outline of job duties, functions and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.