

TWIN PIKE FAMILY YMCA JOB DESCRIPTION

Job Title: **Administrative Assistant**

FLSA Status: Non-Exempt

Reports to: Education Coordinator

Revision Date: 1/12

Position Summary:

Assists the Education Coordinator, Site Coordinators of the LBC 21st CCLC programs and assigned executive staff by providing secretarial and high-level administrative support involving the use of discretion and independent judgment.

Essential Functions:

1. Support Education Coordinator and Site Coordinators at the child care sites funded under the LBC 21st CCLC grant to implement programs and deliver high-quality child care services.
2. Manages the Education Coordinator's schedule as well as schedules for assigned executive staff. Makes travel arrangements as necessary.
3. Fields all incoming calls to the LBC 21st CCLC office.
4. Maintains program files and correspondence. Perform all typing as assigned.
5. Produces and maintains minutes for meetings of the 21st CCLC Advisory Board.
6. Maintains computer databases for various reports, committees and mailings.
7. Gathers data, compiles and prepares all Kid's Care, national statistical and assigned reports.
8. Works with Education Coordinator to reconcile child care billing and receipts; prepares receipts from sites for YMCA Business Manager.
9. Assists at Membership Desk to cover lunch breaks and other scheduled times.
10. Opens and distributes the organization's mail.
11. Prepares LBC 21st CCLC program time sheets, accounts payable requests and maintains records according to 21st CCLC grant guidelines and GAAP.
12. Attends and participates in staff meetings, staff training and YMCA events, as designated.

YMCA Competencies (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, 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.

Qualifications:

1. Three or more years of related experience working as assistant to high level executives or administrators, preferably in an education or not-for-profit setting.
2. Proficient in all standard business software.
3. Knowledgeable about office processes and procedures.
4. Ability to work with integrity, discretion and a professional approach.
5. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).
6. Ability to drive a motor vehicle in order to support work at the designated sites.

Physical Demands:

1. Must be able to pass a pre-employment drug test.
2. Ability to stand or sit for extended periods of time, bend, reach and lift.
3. Must be able to drive.
4. Must be able to lift 30 lbs.