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## TWIN PIKE FAMILY YMCA JOB DESCRIPTION

**Job Title:** 21<sup>st</sup> CCLC Administrative Assistant

**Department:** Administration

**Job Type/FLSA Status:** Part-Time / Non-Exempt

**Reports to:** Human Resource Director

**Date:** Revised 04/2024

### **Position/Job Summary:**

The 21<sup>st</sup> CCLC Administrative Assistant will assist the Human Resource Director, Program Directors, Site Coordinators of the LCD & BGB 21<sup>st</sup> CCLC programs and assigned executive staff by providing secretarial and high-level administrative support involving the use of discretion and independent judgment. Completes necessary required data entry and documentation associated with the implementation of the 21<sup>st</sup> CCLC programs.

### **YMCA Leadership Responsibilities:**

- Professional Demeanor: The 21<sup>st</sup> CCLC Administrative Assistant will represent the Twin Pike Family YMCA in a positive, professional manner to the community. The employee must be self-motivated and must be able to interact positively with members, guests and fellow staff.
- All guidelines must be followed in accordance with the Employee Handbook.
- Under the direction of the Human Resource Director and consistent with the mission of the YMCA, the 21<sup>st</sup> CCLC Administrative Assistant must have a commitment to the YMCA and its core values: caring, honesty, respect and responsibility.

### **Essential Functions:**

- Support Human Resource Director, Program Directors and Site Coordinators at the child care sites funded under the 21<sup>st</sup> CCLC grant to implement programs and deliver high-quality child care services.
- Maintains program files and correspondence. Perform all typing as assigned.
- Maintains computer databases for various reports.
- Gathers data, compiles and prepares all Kid's Care and assigned reports.
- Attends and participates in staff meetings, staff training and YMCA events, as designated.
- Other duties as assigned by HR Director.

### **Qualifications:**

- 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.
- Proficient in all standard business software.
- Knowledgeable about office processes and procedures.
- Ability to work with integrity, discretion and a professional approach.

- Prefer knowledge of and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).
- Ability to drive a motor vehicle in order to support work at the designated sites.

**Physical Demands:**

- Must be able to pass a pre-employment drug test.
- Ability to sit for extended periods of time, bend, reach and lift 10 pounds.
- Must be legally able to drive

**Benefits:**

- Salary \$15.00/hr.
- Membership: Individual membership privileges are included
- Program Discounts

**Please send completed application and resume to:**

Twin Pike Family YMCA  
Attn: Beth Graves, Human Resources Director  
614 Kelly Lane  
Louisiana, MO 63353

Applications can be picked up at the Twin Pike Family YMCA Welcome Center or downloaded at

<https://twinpikefamilyymca.org/about.html>