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TWIN PIKE FAMILY YMCA JOB DESCRIPTION

Job Title: 21st 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 21st CCLC Administrative Assistant will assist the Human Resource Director, Program Directors, Site Coordinators of the LCD & BGB 21st 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 21st CCLC programs.

YMCA Leadership Responsibilities:

- Professional Demeanor: The 21st 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 21st 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 21st 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>

Applications accepted through June 26, 2024 or until the position is filled.