



GREENSBURG YMCA JOB DESCRIPTION

Job Title: Administrative Assistant

Job Code: 01-01-50-2110-099006

Reports to: Director of Member, Donor and Community Relations

Date: January 2017

Position Summary: This position supports the Director of Member, Donor and Community Relations and the CEO with administrative and other duties as assigned. Completes administrative and membership assignments, including monthly reports, sales audits and clerical duties. This position coordinates communication and supports desk staff to ensure they are trained and aware of all YMCA functions. Evening and weekend availability is required.

Essential Functions:

1. Support Director of Member, Donor and Community Relations and CEO as needed;
2. In conjunction with Director, assists with functions of Membership Department by ensuring that members and visitors follow Y policies and procedures (including code of conduct), are engaged and receiving excellent customer service.
3. Membership gain loss reports on weekly basis;
4. Membership engagement;
5. Daxko program entry, roster audits, discount group audits, employee updates;
6. Membership billing and insurance premium audits including collections;
7. Process master operations schedule;
8. Attend committee and board meetings as assigned and create/prove minutes;
9. Prepare and proof marketing materials and website as needed;
10. Covers front desk as needed;
11. Assists Welcome Center staff with tours and washing towels when needed;
12. Oversight of IT concerns: Scheduling contracted visits, updating marquee and phone messages as needed;
13. Oversight of lobby area including bulletin boards, stocking brochure holders, posting comment cards, etc.
14. Assist in training of Welcome Center staff;
15. Covers Welcome Center emergency call offs as needed;
16. Other duties as assigned.

YMCA Competencies (Team Leader):

Mission and Community Oriented: Models and teaches YMCA values. Champions inclusion activities, strategies and initiatives. Ensures high-level services that differentiate the YMCA from other providers. Provides volunteers with orientation, training, development and recognition.

People Oriented: Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Builds relationships to create small communities. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Results Oriented: Holds staff accountable for high-quality results using a formal process to measure progress. Conducts prototypes to support the launching of programs and activities. Provides other with frameworks for making decisions. Develops plans and manages best practices through engagement of team. Cultivates relationships to support fundraising.

Personal Development Oriented: Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change.

Qualifications:

1. Bachelor's degree in related field or equivalent is highly preferred.
2. Three or more year's related experience preferred.
3. Criminal, Child Abuse and FBI Clearances, pre-employment physical and an onsite drug test.

Physical Demands: The employee is occasionally required to reach with hands and arms and use legs to lift/move up to 25 lbs. occasionally.

This position description is not a contract. The Greensburg YMCA reserves the right to change this position description as necessary. I have read and understand the position description, expected work schedule, and rate of compensation, and I accept this position.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____

HR SIGNATURE: _____

DATE: _____