



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## FERGUS FALLS AREA FAMILY YMCA JOB DESCRIPTION

Job Title: **Administrative Assistant**

FLSA Status: Non-exempt

Status: Part-time

Department: Administration

Reports to: CEO

Revision Date: 01/27/2022

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. This position includes a variety of administrative duties to support and assist membership, programs and overall operations of the YMCA. This position also supports the front desk by providing back-up assistance as needed.

### ESSENTIAL FUNCTIONS:

1. Provide administrative support, directed by the CEO, but also in support of other Y leadership.
2. Assist with and process program and membership registrations and changes, managing payments and other duties associated with the overall process. Includes scholarship program administration, paperwork processing, refund processing and other assigned administrative functions to support programs and membership.
3. Process and acknowledge contributions.
4. Complete bank deposits.
5. Schedule rentals for the usage of the YMCA
6. Support special events to include tracking sponsorship, registration/RSVP's, mailings and other duties as requested.
7. Generates membership database / other reports and spreadsheets as needed by CEO and leadership.
8. Process and complete mailings as needed to support YMCA activities. Includes: marketing, programs, membership, donor activities, volunteer mailings and invoices.
9. Ensure all filing responsibilities are completed in timely manner.
10. Build personal and meaningful relationships with members, participants, volunteers, collaborative partners, guests and others.

11. Follows YMCA policies and procedures; responds to emergency situations.
12. Conducts office supply inventory and purchasing.
13. Attends all staff meetings as requested.

### **YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Accepts and demonstrates the Ys 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. Minimum of 1 year experience in administrative work.
2. Ability to process large volumes of work and multi-task multiple projects
3. Knowledge and proficiency in Microsoft office, word and excel
4. Must be organized and have strong attention to details
5. Ability to communicate with diverse population
6. Excellent written and interpersonal communication skills
7. CPR/AED, First Aid, Child Abuse Prevention, and Bloodborne Pathogens certifications (within 30 days of hire).

## **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

1. While performing the duties of this job, the employee is regularly required to use a computer for extended periods and be able to communicate using a computer and phone/smart device.
2. The employee frequently is required to sit and reach, and must be able to move around the work environment
3. The employee must occasionally lift and/or move up to 25 pounds
4. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust
5. The noise level in the work environment is usually moderate
6. While performing duties of this job, employee is frequently required to stand; walk; sit; use hand to handle, or feel; reach with arms and hands.
7. Must be able to remain alert.
8. Must be able to sit or stand for extended periods.
9. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

## **SUPERVISORY RESPONSIBILITY**

This position will not supervise any staff.

## **POSITION TYPE/EXPECTED HOURS OF WORK**

This is a part time position and the hours will depend on the needs of the organization.

## **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

Must be able to pass a background check.

## **EEO STATEMENT**

The Fergus Falls Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation and training.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_