



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

- Position:** **Center Administrator II (Part-Time)**
- Locations:** Downtown YMCA (161 W. Wisconsin Ave., Milwaukee WI)
- Hours:** Varied Schedule – 24 hours per week
- Reports to:** Operations Executive
- Wage Range:** \$11.15 - \$14.00 per hour (based on experience)

Major Responsibilities:

- Provide administrative support to the various center & association departments in the following areas: correspondence; meetings, campaigns, community/volunteer relationships, and general organization
- Serve as the Center contact for administrative needs including office supplies and equipment, mail, schedules, etc.
- Ensure facilitation of procedures associated with Customer Service, HR, Community Development and Finance Departments
- Provide meeting support including minutes, set ups, schedules, and communication as requested by the Operations Executive
- Assist Operations Executive in fostering community/ volunteer relationships
- Manage the Petty Cash functions for the Center
- Responsible for other duties and projects as necessary to achieve goals and priorities of the Association
- Responsible for strict adherence to all policies and procedures related to safety and conduct rules and other regulations

Qualifications:

- High School Diploma and a minimum of three years administrative experience
- High level of organization, as well as the ability to deal with a variety of members, staff and volunteers through effective written and verbal communication
- Must be able to work in cooperation with a team and with a cross function focus
- Demonstrated success in work requiring a high level of accuracy and confidentiality
- Proficiency in Microsoft Excel, Word and Outlook is required
- Must be able to prioritize workload and take direction from multiple sources

Benefits:

Excellent benefits include free membership and discounted YMCA child care and other programs. The incumbent will exhibit the core values of caring, honesty, respect, and responsibility in all aspects of their work with the YMCA

Deadline: **May 13, 2016**

Apply Online: <https://apply.ymcamke.org>