



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Join the Y and help us to Transform Lives!

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Now Hiring: **Branch Administrator**

Wage:

\$11.50 - \$12.60 per hour (based on experience)

Hours:

Monday-Friday 8:00am-5:00pm (hours subject to change based on special events and operational needs)

Location(s):

Rite-Hite Family YMCA

Responsibilities:

- Provide support to Branch leader in the following areas: correspondence; meetings, campaigns, community/volunteer relationships, and general organization.
- Ensure prompt and accurate allocation of incoming correspondence, invoices and inquiries.
- Serve as the Branch contact for administrative needs including office supplies and equipment, mail, schedules, etc.
- Provide meeting support including minutes, set ups, schedules and communication as requested by Leadership.
- Manage the Petty Cash functions for the branch and ensure facilitation of finance department procedures.
- Serve as the Branch Designated Hiring Manager and assist Branch leadership with new hire and onboarding tasks (reference checks, OPA requests, staff shirts and name tags).
- Ensure brand compliance in branch.
- Assist in planning and execution in branch special events and annual campaign.
- Process annual campaign donations and track gifts.
- Assist program leaders with any program registrar needs.
- Assist branch department leaders with AR tracking including scanning and tracking invoices including employee expenses, pre-purchase authorizations and check request.
- Act as a member of the Branch First Responder team.
- Responsible for all other duties and projects as necessary to achieve goals and priorities of the Association.
- Must exhibit the core values of caring, honesty, respect, and responsibility in all aspects of work with the YMCA.

Qualifications:

- Must possess a High School Diploma and a minimum of 3 years administrative experience.
- Proficiency in Microsoft Excel, Word and Outlook is required.
- Work requires professional written and verbal communication and interpersonal skills.
- Ability to participate in and prepare for group meetings.
- Must be certified in CPR Pro/AED/O2 and First Aid within 30 days of employment.

Benefits:

- 12% Fully Paid Retirement Plan (following 2 year vesting period)
- 403b Retirement Savings Plan
- Comprehensive Health/Dental/Life Insurance
- Supplemental Insurance Options
- Free Individual Membership or Household Membership to all YMCA Locations
- Discounted YMCA Programs
- Discounted YMCA Child Care
- Discounted YMCA Camp

Deadline: **January 14,2019**

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