



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 (PT)***

**Wage:**

\$10.35-\$12.95 per hour (based on experience)

**Hours:**

Varying hours, including mornings, evenings and weekends (hours subject to change based on special events and operational needs)

**Location(s):**

Northside 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:**

- 403b Retirement Savings Plan
- Free Individual Membership
- Discounted YMCA Programs
- Discounted YMCA Child Care
- Discounted YMCA Camp

**Deadline:**            **October 17, 2019**

**Apply Online:**        <http://apply.ymcamke.org>