



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **MARION FAMILY YMCA NOTICE OF POSITION VACANCY Administrative Assistant June 2019**

**Position Overview:** Under the direction of the Finance Coordinator and in accordance with the goals and objectives of the Marion Family YMCA, the Administrative Assistant is responsible for performing administrative functions in support of fundraising campaigns, the Executive Director and other areas as assigned. The Administrative Assistant must role model the YMCA values of caring, honesty, respect and responsibility and work daily to develop personal and meaningful relationships with members, volunteers, staff and donors.

**Position Requirements:** Position requires a person with experience in office and administrative functions as well as customer service, writing and organizational skills. Incumbent must demonstrate advanced skills in common computer software including Microsoft Office products. A strong commitment to confidentiality is required. Incumbent must role model excellent member service and relationship building skills; and demonstrate empathy and compassion. Additional skills necessary include an understanding of the YMCA mission and ability to communicate effectively with people from diverse backgrounds. Incumbent must be able to complete work independently with little day to day supervision. CPR and First Aid certifications are required, but may be obtained within 90 days of hire.

**Physical Requirements:** Incumbent must be able to communicate effectively with people; hear people speaking around a large table; use a telephone; read information on a computer monitor; and use a computer keyboard for extended periods of time.

**Wage Range:** \$9.80 – 11.40 per hour

### **Position Status & Information**

- Part Time Non-Exempt approximately 15 to 20 hours per week
- Primary work schedule will be Monday through Friday during typical business hours
- Additional hours and responsibilities may be available based on experience & skills of incumbent

### **Benefits**

- YMCA Individual Membership
- Other Benefits per Personnel Policy
- Career Development Trainings and Opportunities

### **Timeline**

- Applications Accepted until position is filled

**Submit the following electronically or hard copy to** Morgan Rhoads, Finance Coordinator

- Marion Family YMCA Employment Application (not required for current employees)
- Resume
- Cover letter
- 3 employment references

### **Morgan Rhoads**

#### **MARION FAMILY YMCA**

#### **WOPAT YMCA CENTER**

645 Barks Road East, Marion, OH 43302

(P) 740 725 9622 ext 22

(F) 740 389 1287

(E) [mrhoads@marionfamilyymca.org](mailto:mrhoads@marionfamilyymca.org)

**POSITION DESCRIPTION GRADE: IV**

**TITLE:** Administrative Assistant  
**SUPERVISOR:** Finance Coordinator **DATE:**  
June, 2018

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**ESSENTIAL FUNCTIONS:**

1. Build meaningful relationships with donors, volunteers, members and guests; help donors, volunteers and members connect with one another and to the Y.
2. Support the Y's work to nurture the potential of youth and teens; help people improve their wellbeing; and provide opportunities for people to give back and support their neighbors.
3. Provide administrative support to the Executive Director and complete project assignments given by the Executive Director.
4. Administer fundraising campaigns, including, but not limited to:
  - Process pledges and donations;
  - Manage campaign databases;
  - Create and manage pledge cards;
  - Create and send monthly pledge reminders;
  - Send thank you letters;
  - Keep campaign electronic and paper files organized.
5. Coordinate meetings of the board and its committees; maintain documents of the board.
6. Administer Financial Assistance application and review process.
7. Complete other administrative functions as assigned (additional assigned functions are prioritized after Essential Functions 1 through 5).
8. Develop and implement systems to maintain confidentiality related to financial assistance review process, communications of the board and other administrative functions.
9. Know and follow emergency procedures and other association policies.
10. Assist Executive Director and staff team as necessary/requested to ensure successful outcome of YMCA operations and mission.

11. Conduct self in a professional, friendly, helpful, courteous, enthusiastic and diplomatic manner.
12. Care for and maintain YMCA equipment, supplies and property.
13. The incumbent must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.

**EFFECTS ON END RESULT:**

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. A Y that has strong relationships with its members, volunteers and donors as reflected in membership retention, donor and volunteer retention, and fundraising campaigns that exceed their goals.
2. A Y that is welcoming to all in the community as reflected by 16% or more of our membership units receiving financial assistance; and those receiving assistance reporting a welcoming environment.
3. Well organized administrative documents and files.
4. Campaigns are highly organized with all communications to donors and volunteers meeting specified time requirements.
5. The Marion Family YMCA will be known in the Marion area as an organization that strengthens the Marion area community.

The Y. For a Better Us.