



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central Connecticut Coast YMCA Position Description

Job Title: Administrative Secretary
Salary Range: \$13.00 - \$16.00 per Hour
FLSA: Part-time Hourly

Reports To: Executive Director of Child Care Services
Work Location: Bridgeport YMCA
Work Schedule: varies Mon-Sat

A Career with a Cause:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **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.

General Function:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Administrative Secretary at the Central Connecticut Coast YMCA is responsible for selected business operations of the branch and administration of third party payments, invoices, and collections. The Administrative Secretary performs their duties in line with YMCA of the USA guidelines and association policies in accordance with their training.

Salary and Benefits:

- Salary Range: \$13.00 - \$16.00 per Hour Part Time
- YMCA Membership

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Maintain positive relationships with members, program participants, staff, and contractors that reflect the four character values of caring, honesty, respect, and responsibility.
- Reconcile cash outs and prepare deposit.
- Process Financial Aid and Care 4 Kids Applications for School Age Child Care and Summer Camp.
- Maintain all third party invoicing and processing of payments in Daxko, including but not limited to Care 4 Kids and DCF.
- Monitor collection and returns manager. Distribute information to Directors as necessary.
- Maintain office supply inventory and equipment.
- Prepare and submit branch expenses to the Association Office on a timely basis and in accordance with all deadlines.
- Positively represent the YMCA and maintain relationships with professional and community organizations/agencies.
- All other duties within the Branch and the Association as assigned by the Senior Program Director or District Executive Director.

Experience, Education, and Qualifications:

- High School Diploma - required
- Three or more years of experience in office management or related field - required.
- Computer proficiency including Microsoft Office
- Proficient skills in administration, organization and data entry. Financial aid record keeping and billing, accounts payable and accounts receivable.

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete other New Employee Orientation and department onboarding within the first 90-days of employment.
- Must complete Child Abuse Prevention and Mandated Reporter trainings prior to initial assignment to position.
- CPR/First Aid/AED within 90 days of employment.

Core Competencies (Leader):

- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment

- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community
- **Communication & Influence** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause
- **Functional Expertise:** Executes superior technical skills for the role

Effect on End Results

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Administrative Secretary be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Records, billing and fee collection are complete and up to date.
- Accurate records are maintained.
- Positive relationships are maintained with members, staff, and outside contractors.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Ability to conduct classes and activities, and perform all physical aspects of the position.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate.

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.

Websites for More Information:

- www.cccymca.org
- www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by **November 19, 2018** to Terry McCarthy, Executive Director of Child Care Services at tmccarthy@cccymca.org