JOB DESCRIPTION

Position Title: PT Administrative Assistant Department CYM

Reports To: CYM Director Salary Range: PT/ $15.00 per hour 20 hours a week

Position Summary: (Summarize the primary function of the job)
To assist the CYM Director in assuring the CYM Department is providing quality programming, caring for and holding staff accountable, to assist in all development and fundraising efforts, to coordinate all special events and to represent the department within the broader community.

Essential Job Functions (List the most important responsibilities of the position here):

1. To assist in assessment and implementation of the UP and CYM mission and values across the various programs within CYM.
2. To assist in ensuring the coordination and consistency of programming between the Intern, Afterschool/Summer camp sites, and the SL program.
3. To serve as a liaison between the Work Group Coordinator, CYM Director & CYM department to assure cohesiveness in planning and execution of dual programming.
4. To assist with the management and compliance of CYM budget and fundraising efforts.
5. To coordinate CYM Special Events.
6. To work alongside the CYM Director in training & supporting the SL Director, Intern Director, Site Directors, and CYM Administrative staff.
7. To serve as a leader and role model for staff, teens, and children and uphold the spiritual atmosphere of the programs.
8. To assist with data tracking/compliance and program improvement efforts.
9. To assist in the maintenance of partnerships within and outside of UP by facilitating communication with all parties.
10. To coordinate all operations needs related to ASP sites including site & facilities maintenance.

Essential Job Requirements:

EDUCATION High School Diploma or equivalent

EXPERIENCE Administrative Experience

Last updated 1/3/2017
Job template form can be found on shared drive in HR folder labeled (HR forms)

REQUIRED SKILLS

- Proficiency in MS Office suite (particularly in MS word, Excel and MS PowerPoint)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

PREFERRED SKILLS Human Resources experience or Office Administration

PHYSICAL REQUIREMENTS Ability to get CDL with P and S endorsements prior to or within 9 months of being hired

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Manager's Name	Title
Manager's Signature	Date

Human Resources Approval/Comments:

Authorized Human Resources Signature	Date