

Imagine being part of one of the most respected human services organizations in the world — a place where your work positively influences the lives of others, a place where you thrive in a values-based environment, a place where you are building a better future for yourself and your community.

General Function:

Under the supervision of the designated supervisor, and in harmony with the mission and purpose of the established policies and goals of the YMCA of the Palouse, the Administrative Support Staff shall be responsible for assisting in Branch administration and operations.

Qualifications:

- Must have a minimum of one year experience working in an office environment.
- Must possess excellent oral and written communication skills with attention to detail.
- Computer proficiency in Microsoft Office
- Must be able to organize office environment.
- Certification in CPR/First Aid or obtain within 60 days of hire
- Complete and maintain required trainings to include: New Employee Orientation (NEO) and Child Abuse Prevention (CAP).
- Satisfactory completion of a criminal background check.

Essential Functions:

- Support the mission, vision and goals of the YMCA.
- Promote a professional values-based culture by leading with the values of caring, honesty, respect and responsibility.
- Lead in a manner that advances our cause to strengthen the foundations of community through programs that focus on youth development, healthy living and social responsibility.
- Screen volunteer applications, interview and process the required reference and background checks for branch volunteers, conduct volunteer orientation meetings..
- Purchase and properly maintain office supplies and janitorial supplies in accordance with the operating budget.
- Process monthly branch tracking and incident reports.

- Follow mandated abuse reporting requirements.
- Wear staff uniform and name tag, or professional attire when appropriate.
- Attend staff meetings and trainings as scheduled.
- Carry out other related duties as deemed necessary by branch operations to ensure an excellent member and employee/volunteer experience.

Skills and Ability Requirements:

- Ability to read, analyze and interpret documents.
- Ability to respond effectively to inquiries or complaints.
- Ability to apply mathematical concepts to practical situations.
- Ability to reason and define difficult problems with limited direction as to means and results.

Effect on End Results:

- A positive image of the YMCA is portrayed to members, staff, volunteers and the community.
- A pleasant and comfortable working environment is maintained for all staff.
- Relationships are strengthened through intentional interactions.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonably related business duties if requested by the supervisor. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

Other details

- Pay Type

Hourly \$13.50 - \$15.00 DOQ

20-25 hours per week (M-F); 12:00 pm-5:00 pm