



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**Job Title:** Administrative Executive Assistant

**Reports to:** Early Childhood Care Director

**Schedule:** FT/40hrs/week- Hourly Monday through Friday

**Employee Benefits**

- Retirement Plan – 100% company-funded after 1 year of employment and meeting qualified hours.
- YMCA Membership – Free individual membership plus 24/7 facility access with FOB.
- Childcare Discount – Discount for the first child enrolled after 1 year of employment.
- Lesson Discounts – Reduced rates for all children enrolled in swim lessons, gymnastics, and tennis lessons.
- 403(b) Retirement Savings Plan – Additional voluntary contributions available.
- Paid time off
- Paid Holidays
- Medical, Dental and Vision Insurance available

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**POSITION SUMMARY**

Under the direction and supervision of the Early Childhood Education Director, the Administrative Executive Assistant works closely with the Early Childhood Education Director to support the smooth daily operations of the center. This role focuses on maintaining compliance with licensing regulations, coordinating fundraisers, engagement events, and managing resources. The Assistant also supports technical and administrative functions, including staff scheduling, timekeeping and payroll coordination, maintaining accurate records, and assisting with reporting and operational systems.

The Assistant serves as a professional role model while supporting a positive, safe, and mission-driven environment. The Assistant brings strong leadership, communication, and organizational skills.

**ESSENTIAL FUNCTIONS**

- Maintain required licensing documentation; process and approve employee timecards; post staff schedules; and complete all month-end reporting in a timely manner.
- Track and coordinate employees' annual training requirements to ensure compliance.
- Collaborate with the Director new enrollments paperwork and existing enrollments transitions, optimizing classroom occupancy in alignment with budgetary objectives.
- Work in collaboration with the ECE Director to plan and implement family engagement initiatives, fundraising efforts, and special events that support community engagement and program goals.
- Partner with the Early Childhood Education Director to develop and distribute the monthly family newsletter and staff memoranda, including timely data entry.
- Possess and apply working knowledge of child abuse and neglect laws; immediately report suspected cases to the ECE Director following proper reporting procedures.
- Document and report all significant behaviors, incidents, and disciplinary actions in accordance with YMCA behavior management procedures.
- Comply with all emergency procedures appropriate to the site and follow protocols established by emergency service authorities to ensure the safety of children and staff.
- Manage childcare program setup and data entry in DAXKO and accurate child data records in Procure database to ensure reliable registration and reporting.
- Support social media management and marketing communications,.

- Attend and actively participate in staff meetings, training sessions, and professional development opportunities.
- Conduct self in a professional, responsible, and patient manner, demonstrating sound decision-making and serving as a positive role model for children, families, and staff.
- Uphold strict adherence to all YMCA, branch, and department policies and procedures.
- Demonstrate the YMCA's core values of caring, honesty, respect, and responsibility in all interactions.
- Perform all other duties as assigned by the ECE Director or Leadership Team.

## **EDUCATION AND QUALIFICATIONS**

- Must be 21 years of age or older.
- Minimum of one year's experience in office preferred.
- Valid driver's license.

## **KNOWLEDGE EXPERIENCE**

Must have the ability to demonstrate and/or show competence in the following areas:

- A self-motivated, hands-on team leader with strong communications, networking and collaboration skills.
- Knowledge of administrative and office management practices, including scheduling, records management, data entry, and document preparation.
- A high level of attention to detail and quality of service and facilities.
- Demonstrated commitment to high standards of customer service.
- Excellent organizational and interpersonal skills with the ability to manage several projects at once and meet deadlines in a fast-paced environment.
- Polished, professional demeanor with excellent written and spoken communication skills.
- Utilize technology effectively, including email, scheduling software, and digital documentation tools, to support communication, reporting, and recordkeeping.
- Experience supporting fundraising events, family engagement activities, or community-based programs preferred.
- Ability to handle sensitive and confidential information with discretion and professionalism.
- Commitment to the YMCA's mission, values, and youth development philosophy.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

- Lift 50 pounds using proper technique
- CPR & AED certification is required and must be completed within 90 days of hire.
- Must complete YMCA-required abuse prevention and mandatory reporting training within 30 days of hire and remain current with all ongoing compliance training.

### ***Position Status & Schedule Notice:***

*This position is being established in preparation for future program growth. Until enrollment reaches full capacity and the 4K program is fully operational for the 2026–2027 school year (beginning September 2026), assigned duties may vary based on current program needs and will include other operational duties as assigned. Please note that scheduled hours and overall workload may be adjusted in the future to align with enrollment levels, licensing requirements, and program demands.*