FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**Job Title:** Youth Development Executive Assistant ~ Full Time
**Reports to:** Early Childhood Education Director
**Schedule:** FT/40hrs/week- Hourly Monday through Friday
**Sign On Bonus: $500** Paid after 90 days

**Employee Benefits**

- YMCA Membership – Free membership plus 24/7 facility access with FOB
- Lesson Discounts – Reduced rates for all children enrolled in swim lessons, gymnastics, and tennis lessons.
- Medical, Dental, and Vision insurance enrollment options available
- Health Savings Account enrollment options
- Paid time off
- Paid Holidays
- Retirement Plan – 100% YMCA funded after 12 months of employment
- 403(b) Retirement Savings Plan and after-tax Roth enrollment available.
- $17.50 per hour

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## POSITION SUMMARY

Under the direction and supervision of the Early Childhood Education Director, the Youth Development 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, fostering a safe and enriching environment for children and families, 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.

## ESSENTIAL FUNCTIONS

- Collaborate with the Director to oversee the day-to-day operations of the childcare center, ensuring adherence to established policies and procedures.
- 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 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.
- Manage childcare program setup and data entry in DAXKO and accurate child data records in Procare 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.

## QUALIFICATIONS

- Must be 21 years of age or older.
- Minimum of one years' 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.
- 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.