



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

THE FAMILY YMCA- JOB DESCRIPTION

Job Title: **Administrative Program Assistant**

Schedule: 20 hrs. weekly; 10a-2p or flexible schedule options; some evening and weekend work may be required

Job Type: Part Time

Job Code: 12-060707

FLSA Status: Non-exempt

Wage Range: \$12-\$15/hr, DOE

Reports to: LA Teen Center Director

Revision Date: July 2018

POSITION SUMMARY:

The Los Alamos Teen Center's Administrative Program Assistant is responsible for assisting in the successful operation of The Family YMCA's Los Alamos Teen Center program site, including assisting in the planning, organization, marketing, budgeting, tracking, reporting on and evaluation of the teen programs at the Los Alamos Teen Center. This person is responsible for assisting the Director and Assistant Director in an effort to ensure that programs are delivered within the Y's core values and areas of focus, with adherence to predetermined scope and budgetary guidelines.

OUR CULTURE:

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

ESSENTIAL FUNCTIONS & JOB DUTIES:

GENERAL JOB FUNCTIONS:

- Adhere to policies as stated in The Family YMCA Employee Handbook and in subsequent YMCA trainings and meetings
- Assist the Teen Center Director and Assistant Director with implementing a comprehensive array of recreational, educational and community service activities for youth in grades 9-12
- Assist with planning and coordinating special events and other club-wide programming, as needed
- Create marketing materials such as fliers, press releases, videos, photo displays, pamphlets, brochures and other related media to help promote Teen Center activities and programs
- Create a quarterly newsletter and impact statements for donors and community members to highlight LATC activities, events, programs and overall impact
- Regularly post pictures and information on LATC's Facebook page
- Compile and organize all LATC photos and videos; identify photos to use in marketing materials and for the website; post best photos and samples of video to the Y's website
- Assist LATC Director and Assistant Director with maintaining and updating the website with information, documents and other media
- Assist with the organization and upkeep of records that are essential to control, evaluation, and reporting
- Assist with purchasing, recording/tracking, and reporting related to budget administration and management
- Assist with compiling/scanning receipts and other documents for monthly invoicing to Los Alamos County, the Juvenile Justice Advisory Board, and other partner agencies

- Assist with donor tracking and appreciation/recognition
- Assist in the preparation of outlining monthly and annual reports on teen activities and programs
- Perform other administrative duties as necessary to maintain the successful operation of the Los Alamos Teen Center
- Assist with maintaining databases of LATC member/family contact info
- Assist with fundraising for LATC's Annual Campaign
- Assist with volunteer coordination
- Help create new systems of information sharing to get word out about LATC activities to teens and parents
- Maintain online calendar of Teen Center Activities; share PDF versions online; post physical copies in Teen Center, at the Y and with other partner agencies
- Positively represent the YMCA and Teen Center throughout the community
- Work in a team environment and encourage open communication regarding concerns/issues with Teen Center members, parents and co-workers
- Comply with all emergency procedures appropriate to the site and in conformity with procedures adopted by emergency service authorities to ensure the safety of the Teen Center members and staff
- Maintain all supplies, equipment and materials; follow all procedures when ordering or purchasing new/additional supplies
- Ensure that Teen Center Members are respectful of YMCA property; ensure all rules are followed

RESPONSIBILITIES WHEN INTERACTING WITH YOUTH MEMBERS:

- Introduce Teen Center members to activities focused on: leadership, service-learning, social development, continued education, career goals, life skills, health, safety, and well-being
- Consistently demonstrate positive interaction with all Teen Center Members; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect; firmly and consistently enforce the rules
- Express clear expectations and hold Teen Center Members accountable for adhering to them
- Help Teen Center Members to develop a positive self-esteem and sense of self-worth
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility

RESPONSIBILITIES WHEN INTERACTING WITH PARENTS/GUARDIANS:

- Make sure all adult visitors are supervised at all times while in the facility; escort parents/visitors as necessary; ensure adults sign in on the adult-sign-in sheet at the front desk
- Offer tours to parents and other adult visitors
- Introduce yourself to parents and communicate with them regularly regarding program information: classes offered, field trip schedules and permission slips
- Encourage parents to participate or volunteer in special events and/or field trips
- Express appreciation for their interest in their child(s) participation in the program

JOB QUALIFICATIONS:**EDUCATION:**

- HS Diploma or General Equivalent Diploma
- College degree or degree in progress in related field (Sociology, Psychology, Human Services, Humanities, Marketing/Communications) preferred
- Experience working with teens ages 13-19 highly desired

KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or develop competency in the following areas:

- Present positive role modeling through all interactions with program participants
- To meet program goals as outlined in the Los Alamos Teen Center mission and goals
- Proficiency in Excel, as well as proficiency in other Microsoft Office and Adobe applications
- Understanding of social media and marketing applications
- Ability to edit videos and photos for marketing purposes
- Ability to write effectively in a variety of styles and for a variety of audiences for reporting and marketing purposes
- Healthy interest in and appreciation for teens
- Flexibility, patience, and equanimity

- Strong group-work skills
- To keep confidences, loyalties and practice professionalism
- Be reliable and dependable
- Must be 23 years or older to apply
- Able to drive safely and within the required posted speed limit, have a valid license, current insurance, and a clean driving record; able to pass a defensive driving course
- Work a flexible schedule to meet program staffing/planning needs
- Exercise mature judgment and sound decision making
- Communicate effectively both orally and in writing
- Learn, follow and enforce local Y and national guidelines related to internal policies
- Pass a criminal background investigation
- Must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed.

PHYSICAL DEMANDS:

- Drug Free as outlined in the Y’s Substance/Alcohol Abuse and Testing Policy
- Lift 35 pounds using proper technique
- Must have adequate vision to effectively review documents in varied formats i.e....paper and digital
- Must have adequate hearing to respond to members and interact with the public
- Currently have excellent health and be free of communicable diseases

PROFESSIONAL EXPECTATIONS:

The Los Alamos Teen Center’s Administrative Program Assistant will present a competent and positive image of The Family YMCA through the professional and safe coordination of all Los Alamos Teen Center programming, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the Los Alamos Teen Center’s Administrative Program Assistant will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y’s values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

COMPENSATION:

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Teen Center director.

JOB DESCRIPTION REVIEWED AND UNDERSTOOD:

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

Employee Signature: _____ Date: _____