



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CORONA-NORCO FAMILY YMCA Job Description & Performance Standards

Position: Administrative Assistant/ Child and Youth Development Department
Reports to: Executive Director/CYD Operations
Pay Range: \$25-\$30
FLSA Status: Full-Time – Non Exempt

POSITION SUMMARY:

Provides administrative support to the leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide day-to-day administrative support to the Child and Youth Development (CYD) department.
- Assist in organizing, updating, and maintaining handbooks, manuals, and departmental documentation.
- Provide support to site supervisors and additional CYD staff.
- Assist with coordinating training, curriculum development, employee onboarding and offboarding, technology support, and other administrative projects as assigned.
- Provide support for departments within CYD including but not limited to nutrition, transportation, and facilities.
- Support in training, curriculum development, employee onboarding and offboarding, technology support, and other duties as requested.
- Attend and be an active participant in all staff meetings and recommended training programs.
- All other duties as assigned

QUALIFICATIONS:

- Minimum of a High School diploma or GED
- Must possess excellent English verbal and written communications skills
- 3-5 years previous experience in administrative, support or similar roles.
- The employee must possess the ability to work closely with the Executive Director by demonstrating cooperation and commitment to a team spirit to ensure that the administrative duties and responsibilities are completed thoroughly and efficiently
- Must possess strong interpersonal skills with the ability to work effectively with the YMCA staff



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- Must possess strong interpersonal skills to communicate clearly and effectively with parents, children, and the YMCA staff
- Must possess strong organizational skills with the ability to prioritize and to successfully handle multiple job duties simultaneously
- Must possess a professional and caring manner and relate well with both children and adults
- Must be computer literate especially in Word and Excel
- Must have reliable transportation and ability to travel between multiple work locations

In addition, the following State of California testing requirements must be met:

- Pre-employment physical including a TB test
- Clearance Child Abuse Central Index (CACI), Department of Justice DOJ), Federal Bureau of Investigations (FBI)
- CPR/First Aid and Health Safety Class/Mandated Reporter
- Qualified to meet all requirements of the licensing agent

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to sit, walk and stand for extended periods
- Ability to bend, lean and stretch
- Fine manipulation and simple power grasping ability required
- Ability to lift up to 20 pounds
- Ability to drive and must have reliable transportation to switch locations throughout the workday