



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## JOB OPENING ANNOUNCEMENT

### Office Assistant: Part Time

<b>Current Date:</b>	<b>3/9/18</b>
<b>Hiring Supervisor:</b>	<b>Sharon Gardner</b>
<b>Number of Positions Open:</b>	<b>1</b>
<b>Date Position Begins:</b>	<b>As soon as possible</b>
<b>Applications Accepted through:</b>	<b>Until position is filled</b>
<b>Date of Interviews:</b>	<b>To Be Announced</b>
<b>Days and Hours:</b>	<b>Monday – Friday; 1:00 pm – 6:30 pm</b>
<b>Location of Positions:</b>	<b>YMCA Community Family Center</b>
<b>Wage:</b>	<b>Starting wage \$9.78/hour; 29 hours a week This is a part-time year round position</b>
<b>Employment Type:</b>	<b>Non-Exempt</b>
<b>General Function:</b>	

The primary responsibility of the office assistant is to provide quality customer service. The office assistant, reporting to the Administration Director, is responsible for data and payment processing, assisting general office duties and assisting with the administrative tasks of each department and maintaining an organized and effective office. The office assistant will provide front line customer support and will build relationships with youth, families and staff. Upholding the YMCA Core Values which are: respect, responsibility, caring, and honesty.

#### Position Requirements:

- 1. Previous Work Experience:** Minimum of 1 year related work experience and experience with Non-profit and/or youth program organizations preferred. Attention to details and dependability is a must!
- 2. Education Requirements:** High school graduate or equivalent. Associates or Bachelor's degree preferred. Spanish speaking is preferred.
- 3. Computer Proficiencies:** Proficient ability to effectively use a computer for word processing, research, and time management.

Strong knowledge of Google products: Word, Excel, and ability to work within various databases.

4. **Certification Requirements:** CPR/First Aid (must include infant/child certification) and Food Handlers Permit within 30 days of hire date. Must be able to pass an FBI Background check with fingerprinting within 10 days of hire date. Must be at least 18 years of age. Completion of 2.5 hours of Department of Workforce training.

**Principal Activities:**

1. Customer Service
2. Risk Management
3. Relationships
4. Data Collection
5. Fiscal Management
6. General Duties

**Working Conditions:**

1. Ability to work 15-29 hours per week with some irregular work hours.
2. Must be able to lift and carry food and supplies weighing up to 20 pounds.
3. Ability to stand or sit while maintaining alertness for several hours at a time.
4. Position may require bending, leaning, kneeling, and walking.
5. Ability to speak concisely and effectively communicate needs.
6. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
7. Ability to view data on a computer and/or on paper for long periods of time.
8. Willing to become certified to drive the YMCA vans.

**Comments:**

All child care positions and staff are subject to licensing standards established by the Department of Child Care Licensing. Entry requirements for staff listed above are based upon current YMCA interpretation of such standards, are not inclusive, and are subject to change.

**Application Process:**

Please send a current resume, application (found on [www.ymcautah.org](http://www.ymcautah.org)) and cover letter to:

Sharon Gardner  
[sgardner@ymcautah.org](mailto:sgardner@ymcautah.org)

You will be contacted within 48 business hours once we receive your application.

