

ADMINISTRATIVE

Job Title: HR/Admin Assistant

Job Type: Part Time

Reports to: Human Resources Director

FLSA Status: Non-exempt

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.

POSITION SUMMARY:

The person selected for this position will be under the direct supervision of the Human Resources Director. They will support the daily operations of the HR Department focusing on record keeping, training requirements, and compliance with labor laws. This position ensures the smooth operation of the HR Department while maintaining the highest level of discretion and confidentiality. They are a point of contact for employee inquiries, handle essential personnel documentation, and assist with payroll processing.

ESSENTIAL FUNCTIONS:

- Adhere to policies as stated in the Personnel Policy handbook and Policies/Procedures manual as well as in subsequent YMCA training and meetings.
- Process new-hire paperwork, including I-9 verification, and background checks.
- Ability to learn and utilize inhouse software for accounting and operational system
- Communicate with staff regarding required training including new hire orientation, youth protection training, and additional YMCA staff development training through YLINK and LinkedIn.
- Initiate and maintain positive relationships with staff.
- Process payroll as backup when necessary and assist with date entry for paid time off.
- Process offboarding/terminations.
- Maintain accurate and confidential electronic and physical personnel files.
- Support and assist with other admin tasks as needed by the CEO and CFO.
- 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 children and staff

QUALIFICATIONS:

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

- Bachelor's Degree or equivalent work experience required.
- One (1) to two (2) years of experience in administrative assistance and knowledge of Human Resources preferred.
- Strong computer skills with Microsoft 365 and Google Drive experience.
- To keep confidences, loyalties, and practice professionalism.
- Communicate effectively both orally and in writing.

PHYSICAL DEMANDS

- Ability to stand for long periods
- Ability to properly use Personal Protective Equipment (PPE), such as safety glasses, gloves and mask
- Ability to hear and appropriately respond to any alerts and alarms

YMCA COMPETENCIES

- **Advancing Our Mission & Cause:** Engaging Community, Volunteerism, Philanthropy, Change Leadership
- **Developing & Inspiring People:** Emotional Maturity, Developing Self & Others
- **Leading Operations:** Critical Thinking & Decision Making, Program/Project Management, Innovation, Fiscal Management, Functional Expertise
- **Building Relationships:** Belonging, Communication & Influence, Collaboration

I have read and understand the responsibilities of the Pryme Tyme Counselor position and agree to work for the YMCA under this job description.

Employee Signature: _____ Date: _____