“The YMCA offers a competitive benefit package including medical and dental insurance, paid sick and vacation time, generous retirement package and a free YMCA family membership.”

Hourly Range: $13.00/hr. - $14.50/hr.

Under the supervision of the Center Director, the Office Manager supervises and administers the support operations at the branch. This position is responsible for personnel records, human resource functions, clerical operations, and supports the Center Director, Board of Management, and all committees of the board. Manages related line accounts in the administrative budget.

RESPONSIBILITIES:

- Responsible for management of the office, which includes the scheduling and training of all administrative personnel.
- Work with the Center Director in a liaison role to the branch/community for volunteer recruitment and development.
- Oversee branch personnel services which includes time off, payroll, benefits, new hires, terminations and all branch record keeping procedures as outlined by the YMCA of Greater Rochester. Also oversee DSS Notice of Decisions.
- Act as lead user/contact with Corporate MIS, Finance, Human Resource and Payroll departments to ensure staff access to appropriate training as new systems are implemented.
- Responsible for providing support services for the Board of Management.
- Provide support to the Center Director in the United Way Campaign and Annual Support Campaign.
- Responsible for internal communications, bulletin board content, and the creation of supporting and branch newsletters.
- Oversee clerical responsibilities associated with human resources, accounts payable, cash reports, insurance, purchasing, document retention, program data and billing per YMCA of Greater Rochester standards.
- Coordinate the workflow of the office to assure maximum amount of clerical support for branch operations.
- Attend Association meetings, trainings and conferences related to the area of responsibility.
- All other duties as assigned.

LEADERSHIP COMPETENCIES:

- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions and perceptions.
- Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- A high school diploma is required.
- An associate’s degree is preferred, but not required.
- Two years of administrative and supervisory experience required. Two years prior YMCA experience is preferred.

PHYSICAL REQUIREMENTS:

- Must be able to sit for extended duration of shift.
- Must be able to bend and stoop frequently.
- Must be able to lift up to fifteen pounds.

ATTENTION

The YMCA is hiring an Office Manager at the Lewis Street location

To Apply:
Email resume and cover letter to Hunter Paige at Hunter.Paige@RochesterYMCA.org