

Position Opening:

**YWCA IS ON
A MISSION**

School Age Administrative Assistant

-to begin end of August 2023

Job Description: The School Age Administrative for the YWCA Cortland, follows OCFS and YWCA guidelines to implement the Before and After School Programs and Summer Camp program. The position is 30 hours a week, Monday through Friday with hours between 6:30 am to 5:30pm during the school year and then 40 hours a week in the summer working directly with a group of children.

Responsibilities: The School Age Administrative Assistant position works directly with the program supervisor to ensure the daily operations of the program. This position involves OCFS paperwork completion, covering in ratio am or pm hours before and after school, full day care, communicating with staff and families, and other assigned administrative tasks.

Qualifications:

Associated degree in Recreation, educational or related field and experience with children.

Working Conditions:

Monday through Friday with some evening and weekend training hours. NYS OCFS licensed before and after school programs in local elementary schools and full day programs at the YWCA. Must have transportation to sites am and pm, office work midday at YWCA and then full time in summer working in a busy camp setting.

Reports to:

School Age Program Supervisor
Child Care Director

Child care Benefit:

The YWCA subsidizes **25%** of child care costs for children enrolled in YWCA childcare programs.

Health and Wellness Benefits:

Employees receive a free membership to the YWCA fitness facilities. This includes specialty classes.

Paid Time:

32 hours of personal time
Accrue 3.69 hours per paycheck for sick leave and vacation. Paid holidays. *

Health Insurance:

The YWCA contributes to each employee's plan. *

Retirement:

Available to employees working two years with the agency. YWCA Cortland along with YWCA Retirement Fund contributes an average of 3-5% annually regardless of employee contributions. Contribution elections are reviewed on an annual basis. *

Work Environment:

The YWCA embraces a family-friendly and flexible work environment.

Employee Assistance Program

(EAP):

Many benefits are available including professional development, counseling, family planning, discounts, and unlimited resources accessible to each employee and anyone living in their household.

*Benefits are for full-time positions

eliminating racism
empowering women
ywca

