



YMCA of Metro Atlanta-Human Resources Department

FULL TIME JOB OPENINGS AT METRO ATLANTA YMCA.

The list below is a summarized version of the job description. Please apply directly to the position listed, if your skills are a match. It is strongly recommended that you send a cover letter addressed to the person & branch that you are applying to. *No one will contact you until the job has closed* according to the stipulations of the closing date. *Do not apply after the closing date for full-time jobs.* If you are experiencing problems please contact me: **Nicky Rosenbluth, Metro Atlanta YMCA, 100 Edgewood Ave, NE, Suite 1100, Atlanta, GA 30303. Phone 404-588-9622 and fax 404-527-7693 Email careers@ymcaatlanta.org** Our Job Line number is 404 267 5369. For more job info please access our website www.ymcaatlanta.org

Please be advised that receipt of your resume and/or application does not guarantee you an interview, we normally interview and contact only our top 5 candidates. We do however keep all resumes on file for 2 years. All full time positions include employer paid 12% retirement benefits, medical, dental, prescription & vision benefits.

EOE/AA/M/F/V/D

April 21, 2005

SDY Administrative Assistant

Branch: South DeKalb YMCA

GENERAL FUNCTIONS:

Under the direction of the branch executive, the administrative assistant is responsible for the successful functioning of the administration of the branch (as assigned) and the executive. Primary duties include clerical support, records management, scheduling, arranging meetings and conferences, office organization, public relations and helping on the branch team when asked.

REQUIREMENTS:

Graduation from an accredited program in business administration or secretarial science, working knowledge of WINDOWS, Excel, Powerpoint and Word as well as D-Base management. Should have at least three years of office administration/support experience. Commensurate experience and education to be considered. Must have extensive knowledge of business English, spelling, vocabulary, and have excellent verbal, oral and writing skills. Thorough knowledge of office management and process and knowledge of modern office equipment. This position deals with sensitive and confidential material and requires a high degree of discretion and ability to handle such material. Must be able to take direction and work independently. Must be able to communicate with all staff, board members, YMCA members, and the community.

JOB SEGMENTS

1. Primary administration of donor communication, record-keeping, reporting, and data-base management.
2. Provides assistance to branch executive in scheduling, telephone communication, visitors, answering mail, interpreting organizational policies, procedures and rules



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and regulations in response to specific queries as directed by branch executive.

3. Handles general correspondence and processing of confidential material.
3. May be asked to plan meetings at locations both in and outside of the branch and any associated travel requirements. Will facilitate communication with the board including agenda, gathering and compiling data, and contacting and confirming attendance.
4. Performs public relation duties when interfacing with board members, staff members, YMCA members and community contacts.
5. Prepares reports using business software and answers general inquiries and requests for information. May include help in preparation for grant funding or reporting including compiling necessary data from staff in a timely manner.
6. General office administration duties would include the management and coordination of web page; the organization and efficiency of employee administration areas; and the sorting of incoming mail and preparation of inter-office mail for courier.
7. During absences or overloads, performs work of other administrative employees. Is considered a team player. Reviews and assists others in complaints, errors, and helps to solve problems relating to effective branch functions. May handle some personnel, purchasing and other matters as assigned by the branch executive.

EFFECT ON END RESULT: The office is managed efficiently with sound administrative procedures and practices. Office files are organized and maintained including correspondence, and board and donor-related files. Clerical support work is organized and is finished in a timely, accurate manner. Staff will see this position as being a key "helper" and "problem-solver" relating to smooth functioning of the branch administration. Person should see themselves as a valuable team member.

Salary: \$10.29 - \$13.72 per hour **Send Applications To:** John Reid, South DeKalb YMCA, 2565 Snapfinger Rd., Decatur, GA 30034 or email JohnR@ymcaatlanta.org **Contact Fax:** 678-418-3553 **Contact Phone:** No Phone calls please, email, mail or fax your resume and please refer to this job title. **Posted On:** April 21, 2005 01:10 PM **Closing Date:** May 16, 2005 05:00 PM

Academies at South Dekalb Administrative Assistant

Branch: Academies at South Dekalb

General Function:

Under the direction of the Branch Executive Director, the Administrative Assistant is responsible for providing administrative support to the Branch Executive Director and provides business office support to the overall branch operations. He/She must have strong administrative skills, which include Written/Verbal Communication, Computer Skills and Multi-task Oriented. All decisions must be guided and supported by the goals of the Academy Branch Operations, DHR, YMCA and



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NAEYC standards.

Know How:

1. Must be 21 years of age or older.
2. Have at least 2-5 years administrative support experience. (Preschool Setting Preferred)
3. Excellent *verbal/written* skills.
4. Excellent computer skills – Word, Excel, Power Point and Publisher
5. Must be multi-task oriented

Essential Functions:

1. Submit all Human Resource related documents to the Metro Office.
2. Submits bi-weekly payrolls to the Metro Office within the time required.
3. Processes the final submittal of all invoices to the Metro Office for payment.
4. Submit daily revenue drops to the bank as required.
5. Assist in the preparation of weekly branch staff meetings and board meetings.
6. Perform other duties as assigned as it relates to branch operations.

Ergonomic Requirements: Bending, stooping, standing, lifting up to 40 pounds, seeing, verbal communication and hearing.

Effect of end Result:

The Branch Executive Director and Staff will experience a high level of administrative support for the overall operation. Staff will comply with all rules and regulations of DHR, NAEYC and the YMCA. The program will remain in compliance at all times with the Metro Atlanta YMCA management guidelines and policies.

Salary: \$7.01-\$11.67 **Send Applications To:** Tamra Sheppard, 100 Edgewood Ave. N.E. Suite 1100, Atlanta, GA 30303 or email TamraS@ymcaatlanta.org

Contact Phone: 404-267-5325 **Posted On:** March 28, 2005 12:07 PM

Closing Date: May 11, 2005

MET Payroll Manager

Branch: Metro Atlanta YMCA

GENERAL FUNCTION:

Under the direction of the VP/Controller, the Payroll Manager is responsible for management of the Payroll Department including supervision of payroll staff, payroll processing, trouble shooting and problem solving of payroll issues for a \$40M payroll with 2,500 regular staff and 6000 W-2s annually, and teaching and training 22+ off-site branch payroll staff. This position will have a vital role in the comprehensive use of our payroll/HRIS system. The person in this position will work on a team comprised of our HR Department, HRIS, IT Department, Accounting, and software consultants to fully implement and utilize the HRIS system. The payroll manager “owns” the payroll process piece.

REQUIREMENTS:

Accounting degree or equivalent experience required. Must have 3 years experience managing the payroll function for a 500+ employee company. Payroll certification would be a plus. Candidate will have to demonstrate a solid understanding of the entire payroll process, user defined, from set up to termination. Candidate must have working knowledge of legal/tax compliance relating to payroll. Candidate will be



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responsible for filing payroll taxes and general ledger reconciliations. Technical expertise with Ultimate Software and or Cognos report writer is a plus. Working knowledge of similar window/web-based software systems is required. Human relations skills are a high priority since this position consults at all levels of the organization and interfaces with a wide diversity of employees. Co-lead, with the team, the payroll cabinet including help in writing technical manuals and updates, training office managers and auditing branches. Candidate will be seen as a diligent processor, problem solver, consultant and teacher. A high degree of confidentiality and trust must be exhibited at all times. This position shall model the YMCA values of: caring, honesty, respect and responsibility.

EFFECT ON END RESULT:

With internal and external partners, the payroll manager shall manage payroll and payroll processing in Ultimate Software and its component pieces. Relating to payroll, the YMCA of Metro Atlanta shall pay its employees 50 payrolls per year. Those payrolls shall be accurate and shall be charged back to the branch departments as required. Payroll shall be reconciled back to the G/L. Ultimate Software shall be fully functioning as it relates to payroll and there shall be an orderly roll out of specific functionality to each branch office manager. Problems shall be solved in an employee friendly manner. As a key player on the payroll/HRIS team, all partners, both internal and external, shall see this position as one which is critical to the daily payroll function.

JOB FUNCTIONS:

1. "Own" the payroll process from beginning to end.
2. Daily management of payroll department including supervision, training, development and problem solving. Matrixed to HR/HRIS and IT team to help lead the organization in the utilization of payroll/HRIS relating to efficient and accurate business practices of the Association.
2. Understanding of payroll/HRIS systems, particularly Ultimate or a like system. This position leads the organization in creating and overseeing processes which support payroll/HRIS to keep data current, accurate, and in a usable data base format. This understanding shall include:
 - a. new hiring processes
 - b. data gathering on new employees
 - c. timely termination processes
 - d. change management
 - e. g/l reconciliation and accounts allocation
 - f. quarterly tax filing
 - g. issuing W-2s
 - h. child support and other garnishments
 - i. automatic transfer of funds to banking industry
 - j. taxes and related deductions
 - k. tracking vacation, sick and other leaves of absence
3. Troubleshooting, auditing and problem solving relating to payroll issues needs to be as employee friendly as possible.
4. Interfacing primarily with branch office managers in the use of Ultimate software. This will include answering questions and problem solving as well as leading staff training at the branch level. The ability to translate highly technical manuals into user friendly terms is critical.



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5. Demonstrate ability to develop technical expertise in the area of Cognos report writing. Develop a Cognos reports catalog and create custom reports as needed. Assist HR and the office managers at the branch level in extrapolating information from system.
6. With our partners, remain current on software releases and review our vendor web site notices in a timely manner. With our partners, keep the system tables current. Keep the organization informed on issues relating to payroll.
7. With HR, commit to annual audits of branch hard copy and data base payroll information.
 8. Take the lead in implementing a time tracking system and with HR, help create the branch training programs necessary to roll out any new time tracking devices/software.
 9. Assist Accounting and HR as requested.
10. Other duties as assigned by HRIS with VP/Controller oversight.

Salary: \$44K - 56K **Send Applications To:** Katie Carstens, VP of HR, YMCA of Metro Atlanta, 100 Edgewood Avenue NE , #1100, Atlanta, GA 30303
katiec@ymcaatlanta.org **Contact Phone:** No phone calls please email or mail resumes. **Posted On:** April 19, 2005 08:42 AM **Closing Date:** April 29, 2005

MET Grant Compliance Assistant

Branch: Metro

General Function

Assertive and self motivated person whose values are in line with organization values to assist/support the director/department in the administration and monitoring of the public funding for the Metro Atlanta YMCA. The major emphasis is on the program administration inclusive of monitoring the documentation generated from the branches and the compilation/review of the documentation submitted to the funding agency. Assist in Observation and documentation of the delivery of the programs and assure compliance of all standards.

Know How

Strong skills are required in accuracy, inter-department and inter agency relationships. Experience in reviewing and overseeing grant proposals, contracts and supporting documentation is mandatory. A minimum of 3 years experience in successful government audits, particularly state and federal is required. Excellent verbal and written communication skills are needed. The consultative nature of the position requires interface at all levels of the organization. This position requires a good working knowledge of data base management, general accounting and office skills: typing (minimum 50 words per minute), familiarity with word processing and/or personal computers and record keeping.



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Attention to detail is a requirement for grant compliance. Must possess strong interpersonal and problem solving skills. He or she must work well in a team environment, be detail oriented, have personal organizational skills and give clear instructions. Also preferred is one year of college or business school and 3 years office experience. It is essential to be in agreement with the goals, purposes and mission of the YMCA.

Essential Functions

- Monitor quality control of the Association's programs involved with public funding which will require field work.
- Monitor the coordination, review and compilation of branch documents utilizing the required assessment instruments. Problem solve with branches for completion of scheduled grant audits.
- Observe and document the delivery of the programs where applicable to assure compliance of all standards.
- Work as a team member to formulate plan of improvements for branches and assure those plans are implemented.

Ergonomic Requirements

Bending, stooping, standing, lifting, seeing, verbal communication, hearing, 30 % keyboard input, and sitting.

End Results

1. High-quality delivery of YMCA programs Metro-Wide.
2. Maximize reimbursements association wide
3. Support for the YMCA Child Care Program Directors
4. Open effective lines of communication between Metro, Agencies and YMCA Branches.
5. Maintain a program that accomplishes the goals and objectives of the Metro Atlanta YMCA Public Funding.
6. Efficient department support in cooperation with supervisor and staff.

Salary: \$23,129.60 - \$30,825.60 **Send Applications To:** Diane Rogers, Contract Compliance Director, 100 Edgewood Ave., Suite 1100, Atlanta, Ga. 30303
dianer@ymcaatlanta.org **Contact Fax:** 404 527-7693 **Contact Phone:** 404-588-9622 **Posted On:** April 8, 2005 01:47 PM **Closing Date:** April 30, 2005

ELY Program Coordinator

Branch: East Lake Family YMCA

General Function: Under the direction of the Senior Director, the Coordinator will assist in the development, implementation, and instruction of the youth, adult and older adult swim programs and youth sports. This individual will be responsible for supervising aquatics staff, swim team, general

Know How:

- 1) Possess sound organizational abilities and time management skills.



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- 2) An ability to work with children and adults.
- 3) An ability and willingness to accept direct supervision.
- 4) Expert knowledge of lifeguarding, swim instruction and general pool maintenance and coordinating and organizing of youth sports programs.
- 5) Possess expert knowledge of the American Red Cross and the YMCA's aquatics rules, regulations, and guidelines.
- 6) A working knowledge of group work and their function.
- 7) Sound communication and human relation skills.
- 9) Solid commitment to the purpose and mission of the YMCA.
- 10) An ability to work with members, volunteers, schools, and partners.

Job Segments:

- 1) Assist with the program management and supervise staff
- 2) Assist in program development
- 3) Assist in the on-going evaluation of aquatics/sports programs
- 4) Mission enhancement
- 5) Recruit volunteers as swim instructors and coaches and conduct trainings
- 6) Assist in fundraising and Partner With Youth
- 7) General Pool and Pump room Maintenance
- 8) Supervise recreational swimming under safety regulations as outline in "Rules and Regulations"
- 9) Meet Metro and Branch expectations as required by Branch Executive
- 10) Manage delivery of related programs to exceed YMCA standards and program objectives
- 11) Additional duties as deemed necessary by the Director
- 12) Attend pertinent staff meetings
- 13) Community Relations
- 14) Substitute for classes in which personnel do not show
- 15) Login all chemical levels everyday
- 16) Prepare lesson plans prior to classes beginning
- 17) Maintain current certifications
- 18) Provide leadership to the development of the swim team and developmental swimming lessons
- 19) Monitor and supervise water aerobics programs.

ERGONOMIC REQUIREMENTS

Bending, stooping, standing, lifting up to 50 pounds, seeing, verbal communication, hearing, 50% keyboard input, some sitting.

Must have physical ability to be certified as a lifeguard and swim instructor and to keep certifications current. Lift up to 50 pounds when teaching children and moving pool chemical barrels. Ability to move on pool deck, see the bottom of the pool and listen for signs of distress. Must be physically able to activate 911 in an emergency and to administer CPR. Must be able to hear distress call in pool atmosphere.

Effect on End Result:

This position has a direct impact on the continued effectiveness of the East Lake Family YMCA branch in the community as well as on its membership. This effectiveness can be measured by:

1. The perceived quality of programs and services



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2. Member evaluations of work performance
The number of youth and adults enrolled

Send Applications To: Micol Johnson, 275 East Lake Blvd., Atlanta, GA 30317, or
Email micolj@ymcaatlanta.org **Contact Phone:** 404-373-6561 Applications
accepted on Monday - Friday from 10 - 7 **Posted On:** April 1, 2005 08:54 AM
Closing Date: May 2, 2005