



Administrative Assistant – Volunteer Specialist

When you work at The YMCA of the East Bay you are part of a team of committed professionals who put their expertise to work for the benefit of the entire community – not just a certain section. In addition to the health and fitness classes for which we're famous, the Y offers an array of programs that help families, mentor youths in their pursuit of future opportunities, and offer adults new challenges.

We are seeking a part time Administrative Assistant – Volunteer Specialist to help us grow and sustain our volunteer program at the Downtown Berkeley YMCA. Volunteers are a very important part of our Y, and have an impact in all of our areas of focus: youth development, healthy living and social responsibility. Our ideal candidate will be organized, have experience working with diverse groups, enjoy engaging with the community and have excellent verbal and written communication skills.

The hours for this position are flexible and ideal for a college student. Normal hours will be around 10 hours per week (with flexibility on number of days per week, M-F). A set schedule will be agreed upon once the Volunteer Specialist is hired taking into consideration the needs of the branch. For weeks when there is a board meeting or special event the hours will increase to around 20 and require some evening hours. There are special events throughout the year held on Saturdays that the Volunteer Specialist is also required to attend.

Duties of the Administrative Assistant – Volunteer Specialist include, but are not limited to:

- recruiting volunteers and promoting the program throughout the community
- screening, onboarding, orienting and training volunteers for all our program areas
- taking minutes and setting up for monthly Board of Managers meetings
- maintaining and organizing volunteer personnel files
- organizing volunteer appreciation events

Minimum requirements:

- High school diploma or GED
- A minimum of two years of related experience
- Proven communication skills
- Ability to work independently

Position benefits:

- YMCA membership
- The opportunity to have a positive impact in your community
- Experience working in a non-profit setting

To apply please submit a cover letter and resume in PDF format via email to sallen@ymcacba.org. Responses without these will not be considered.