



Job Description: YDC Office Manager Part-time Position

The YDC's Core Values

The YDC's mission is to engage, motivate, and activate our young people. All staff play an important role in fostering a safe, welcoming, youth-centric environment and culture at the YDC. We nurture positive self-worth and opportunities for youth through programs and partnerships that speak to the interests and needs of our young people and the broader community.

Definition of Success in this Role

A successful Office Manager will bring a professional, positive, and energetic presence to the YDC, will understand that YDC staff must model appropriate and positive behavior to the youth in our facility, and will be a self-starter who is comfortable working independently or as part of a team. Clear communication is critical and the Office Manager must be comfortable and adept at communicating with team members, youth, community members, and organization partners.

Additionally, the Office Manager will be adept at balancing day-to-day administrative tasks and scheduling for YDC Facility attendants, clients, rentals, and in-house programming. The role necessitates organization and forward-thinking in order to successfully manage the YDC's calendars, which often include reservations up to a year in advance, staffing, and administrative requirements of a fast-paced office.

Description of Duties

The Office Manager's primary responsibility is to facilitate the smooth day-to-day functioning of the Youth Development Center by maintaining the organization's facility calendars, serving as the primary contact for community members calling and emailing the YDC, scheduling Facility Attendants, and assisting with Quickbooks, billing, and invoices.

Primary Duties include but are not limited to:

- Maintain the facility's calendars of programs, rentals, and leases.
- Manage communication of cancellations and schedule changes.
- Provide customer service, and general supervision of the Youth Development Center.
- Bring concerns and recommendations to the Director (safety, building maintenance, expenses, scheduling, etc.).
- Serve as the point of contact for individuals, organizations, and businesses seeking to rent the YDC facility and process leases accordingly.
- Schedule and supervise Facility Attendants.
- Support the YDC's programs through brainstorming, planning, budgeting, and facilitating programs throughout the organization.
- Occasionally, represent the YDC at events such as local festivals and outreach.
- Serve as the primary point of contact for community members reaching out to the YDC via phone and email.
- Facilitate repairs and custodial needs.
- Assist in maintaining the organization's Quickbooks database.
- Prepare all mailings, order all materials and supplies, and maintain office equipment.
- Other duties as assigned.

Other

- 2+ years of administrative experience preferred.
- Experience with Quickbooks is required.
- Knowledge of Spanish is preferred but not required.
- All applicants will be required to complete a thorough background check upon offer of employment.

Salary and Reporting

- The Office Manager's starting pay is \$15.50/hour.
- This is a part-time position of 25 hours per week, with a typical schedule of 10am - 4pm.
- The Office Manager reports to the Executive Director.

Equal Opportunity Statement

The Youth Development Center is an equal opportunity employer. The YDC does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, age, sexual orientation, gender, or gender identity.

To Apply

Please send a letter of inquiry to rdehaven@myydc.org.