



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

IT'S FUN TO WORK AT THE...

Department	Child Care & Camp
Job Title	Administrative Support Associate
Reports To	Child Care & Camp Coordinator
Job Description	Assist with child care sites and bus runs; process child care payments, registrations, attendance reporting; create staff and family communication pieces; other duties as needed.
Location	880 Walnut Street, Catasauqua & travel between child care sites
Hours Per Week	25-28 hours per week, Monday-Friday; Occasional weekend hours
Status	PT
Educational Requirements or Experience Required	Must be at least 18 years of age; High School diploma Required; Knowledge of Customer Service Concepts; Math Skills; Computer Experience including knowledge of Word, Publisher, and Excel.
Respond To	devonwhiteman@greatervalleyymca.org
Date Posted	2/16/17

Equal Opportunity Employer

Suburban North Family YMCA

A Branch of The Greater Valley YMCA

880 Walnut Street, Catasauqua PA 18032

P 610-264-5221 F 610-264-5622 W greatervalleyymca.org