

# Administrative Assistant I (Coney Island Ymca)

YMCA of Greater New York

Brooklyn, NY 11224

Other

Part-time

Onsite

\$20.00 - \$20.00 an hour

Posted on November 10, 2025

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## Organization Statement

The YMCA of Greater New York is here for all New Yorkers — to empower youth, improve health, and strengthen community. Founded in 1852, today the Y serves a diverse population of more than half a million New Yorkers who learn, grow, and thrive through programs and services at our 24 branches. Community is the cornerstone of the Y. Together, we connect active, engaged New Yorkers to build stronger communities.

To help fulfill our mission, we cultivate a culture of learning, leading, and collaboration to enhance community impact. Through our talented staff and “LEAP” career framework (Leadership, Empowerment, Accountability, Personal Growth), we are committed to a people-first approach that fosters trust, inclusion, growth, and development for all.

## Job Description

**Salary: \$20.00 Hourly**

The Coney Island YMCA is seeking an Administrative Assistant. Under the supervision of the Early Childhood Director, the Administrative Assistant will play a critical role in the successful operation of the Early Childhood/UPK Program. They will be responsible for assisting the Early Childhood Director, teachers, and staff to provide administrative oversight and support, to ensure quality program execution.

## Responsibilities

- Provide administrative support to the Executive Director, Educational Director, and other branch departments as needed to ensure effective communication and efficient operation.

- Responsible for processing, tracking, and following up with all students in the DOE MySchools System; working with families to navigate the system and register.
- File and organize applications in compliance with the standards of the YMCA, DOH, and DOE, register participants in AS400, the DOE Vendor Portal, and enter and certify attendance for participants as required.
- Act as the Site Safety Monitor to help keep track of our participants' health, safety, and well-being.
- Responsible for the department's inventory, creating requisitions, receiving POs, resolving Invoice-on-Hold issues, responding to vendor inquiries, and facilitating invoices for payment.
- Help in planning the annual fundraising initiative and the Annual Campaign events, to ensure a well-organized and successful event.
- Uphold all Association policies and demonstrate the core values of Respect, Responsibility, Caring, and Honesty.
- Attend all required training sessions and meetings as scheduled or as required by the YMCA, DOE, and DOH.
- Other duties as assigned.

## Qualifications

- High School Diploma and experience in a related field required. Associate's Degree or higher preferred.
- One (1) to three (3) years of administrative experience and experience working with staff and volunteers.
- Knowledge of, Microsoft Excel, Word, Publisher, and PowerPoint.
- Knowledge of AS400 Database Management a plus.
- Excellent interpersonal communication – written and oral, project management, and organizational skills.
- Strong interpersonal skills, leadership qualities, and comfortable working with diverse youth and adults.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

If you would like to be a member of our dynamic team, please complete our [online application](#) and submit your résumé and a thoughtful cover letter that explains your interest in the role and our organization.

## **Additional Information**

### **Benefits:**

The YMCA of Greater New York offers a variety of benefits to its staff members, including [retirement benefits](#), medical, paid time off, free YMCA membership, and more! Benefit eligibility is determined by an individual's employment status (i.e., full-time or part-time), tenure, and/or the number of hours scheduled to work. Click [here](#) for more information.

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