



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

### Membership Services

Job Title: **Food Program Administrator**

Hours/week: 25-30

FLSA Status: Hourly/Part Time

Pay Range: \$10-\$12/hour

Reports to: School-Age Program Director

Revision Date:2/13/2018

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#### POSITION SUMMARY:

Under the direction of the School Age Program Director, and consistent with the Christian Mission of the YMCA, the Food Program Administrator is responsible in assisting in all administrative duties associated with the Year Round Feeding Program/CACFP and SAFSP.

#### ESSENTIAL FUNCTIONS:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility.
- Assist School Age Program Director with year-round food program daily operations and compliance, including but not limited to site visits, tracking, paperwork completion, ensuring meal orders align with attendance so as to reduce waste, monthly reporting and claim preparation, audit preparation, assist in annual application process with State.
- Help manage and coordinate Walmart Foundation grant (e.g. monthly reporting, site visits, data collection, monitoring, budgeting and tracking spending) meets all grant deadlines.
- Communicate regularly with School Age Program Director, Enrichment Program Committee, as well as regarding Walmart grant funding progress and program implementation.
- Complete YMCA training, CACFP training and all other required trainings; attend trainings and meetings about CACFP/SFSP as needed.
- To ensure CACFP/SFSP compliance, the Food Program Administrator will assist with training site staff annually for both CACFP and SFSP as well as throughout the year on an on-going basis.
- Create and maintain record keeping systems and processes.
- Maintain good relationships and communicate regularly with staff and volunteers involved with the program, ensuring they are up to date on CACFP compliance, etc.
- Aggregate and process data for various projects including site visits and surveys
- Assist with research and cost comparisons with vendors to maintain cost effectiveness and quality.
- General office duties such as word processing, bookkeeping, flow of correspondence, filing, requisitions of supplies, etc.

#### YMCA COMPETENCIES

***Mission Advancement:*** The incumbent shall have performed his/her duties satisfactorily when his/her staff are working at an overall good level of performance, facility care is evident, program quality and variety is in place, finances are on track, committees are meeting on time and overall image an perception of the work area is good and well liked which will relate to increased members and retention.

***Collaboration:*** Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building

collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others. *Operational Effectiveness*: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

*Personal Growth*: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

## **QUALIFICATIONS:**

- Must be at least 18 years of age
- Experience in administrative setting and/or with data collection required
- Proficient in MS Office, including Outlook, Word, Excel and PowerPoint.
- Ability to work independently and initiate program implementation/improvements as needed.
- Passionate belief in the Y's cause of nurturing the potential of all youth, supporting healthy living for all people and finding ways to help and support our neighbors.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Possess the organizational and communication (oral and written) skills needed to work in a busy work environment with a high degree of accuracy.
- Possess the ability to be a highly analytical and critical thinker in a multi-tasking environment.
- Ability to travel to multiple locations.
- This position will need to be able to work early evening hours.

## **PHYSICAL WORKING CONDITIONS:**

While performing the duties of this job, the employee may be required to stand; walk on uneven surfaces; sit; handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must be able to lift up to 50 pounds. The employee may be exposed to weather conditions prevalent at the time. The noise level is usually minimal to moderate.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA of Waycross reserves the right to review and adjust this job description as business needs dictate.