



POSITION DESCRIPTION



TITLE: Administrative Coordinator

REPORTS TO: Executive Director

FLSA: Exempt Non-Exempt

WAGE RANGE: \$35,000 - \$42,000 not including full benefits package

EMPLOYMENT TYPE: Full-time Part-time
 Regular Temporary

Job Summary:

Boys & Girls Clubs of Harrisonburg and Rockingham County (BGCHR) Administrative Coordinator provides structure to other employees and departments throughout the organization. Our Administrative Coordinator keeps the organization running efficiently by providing employees with tools, resources, and initiatives that enable good work.

This position maintains general record retention, serves as a liaison with vendors and suppliers to maintain equipment and supplies. Maintains office calendar of events and deadlines and monitors workflow. Trains staff in office procedures and equipment use. Administers health and retirement accounts, maintains personnel records, assists in employee recruitment and HR compliance needs, and supports the payroll administrator and bookkeeper.

KEY ROLES (Essential Job Responsibilities): Other duties may be assigned.

I. Human Resources

1. Maintains personnel records for new and existing hires, ensuring all required information is provided and up-to-date.
2. Assists CEO and Director of Operations in providing a happy, healthy and safe work environment.
3. Assist in planning company-wide employee events including board meetings, regular staff meetings and training days.
4. Works as a liaison between BGCHR insurance carriers and employees, assisting current employees with questions and concerns. Assists with annual insurance reviews and annual insurance audits.
5. Supports personnel recruitment by posting approved jobs, reviewing potential candidates and answering questions from prospective employees.
6. Assists in onboarding new staff, ensuring all new hires have the proper paperwork. Follow up to ensure completeness.

7. Support the onboarding and training of current and new volunteers.
8. Assists in revising and upkeep of all policies, handbooks and operation manuals to maintain compliance with federal, state, and Club regulations.

II. Office Management & Compliance

1. Opens all incoming mail and direct to appropriate recipient.
2. Maintains monthly compliance calendar.
3. Recommends modifications to existing processes to create efficiencies for the Club and its stakeholders.
4. Assists with required federal and state annual filings and responses to notices received by the Club.
5. Ensures appropriate maintenance of physical properties and equipment of the Club, including Club vehicles and computers.
6. Purchases supplies and equipment, in compliance with relevant standards and procedures.
7. Oversees summer food program (CACFP) including inventory, meal counts and purchase of food.
8. Participates in board-led Safety Committee meetings and supports other board meetings as needed.
9. Submits background checks in compliance with BGCA and DOE requirements.

III. Financial Office

1. Prepares receipts and invoices for the bookkeeper and assists bookkeeper in accounts payable, accounts receivable,
2. Verifies receipt of timecards and PTO needs to payroll administrator.
3. Assists in collection of materials for annual audit.
4. Administers the corporate credit card.

IV. Technology

1. Serves as an integral part of systems upgrades and implementations within the Club(s).

Demonstrated Skills needed in:

- **Business Understanding:** Develops and implements cost saving measures; Conserves organizational resources. Effectively manages budgets and controls expenses.
- **Customer and Personal Service:** demonstration of professionalism and respect.
- **Computer software:** Spreadsheet and Document software (Microsoft Office Suite); Internet software (Google).
- **Communication:** Ability to demonstrate excellent oral and written communication using various tools such as text, formal letter, and verbally. Able to read and interpret written information. Ability to write professional correspondence. Ability to effectively present information and respond to questions from staff, volunteers, groups, vendors, and the general public.

- **Personnel:** Ability to develop and maintain professional relations. Good judgement and decision making are essential for the job. Exhibits confidence in self and others; Effectively influences actions and opinions of others- a motivator and organizer of people; Accepts feedback from others; Gives appropriate recognition to others.
- **Behavior:** Master of time management and problem solving: grace under pressure, a sense of humor, and self-control. Honesty and integrity are essential.
- **Clerical:** The position is highly dependent on attention to details and records management. The Administrative Coordinator must have experience creating and managing files and records and an understanding of office processes.

Requirements:

- Minimum of Associate's degree in business administration, communications, human resources management or information management or a related field.
- Competency using Microsoft Office software, (specifically Word, Excel, and PowerPoint, possessing advanced skills using Excel).
- Two to five years of work experience in an administrative/office management role.
- Strong organizational and time management skills, and ability to prioritize
- Dependable transportation and valid driver's license.
- Work an average of 40 hours per week.
- Preferred but not required: familiarity with accounting software (Quickbooks), payroll systems (ADP)

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EEO Statement:

Diversity is core to the success of BGCHR—it is a reflection of who we are and who we serve. BGCHR is an equal employment opportunity employer and all employment decisions are based on relative qualifications, ability, performance, merit and organizational needs. Employment decisions will be made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, traits historically associated with race or any other characteristic protected by law.