

Volunteer Services

VOLUNTEER POSITION DESCRIPTION

TITLE: Office Assistant

SUPERVISOR: Health & Fitness Center Management

PROGRAM: The *Health & Fitness Center* promotes physical and emotional well-being through a wide range of classes and services for women, men and children of all ages and fitness levels. Kids Care is a drop-in child care service for parents using the facility.

PURPOSE: To assist management staff with projects and events in the Health & Fitness Center's major programming areas: Aerobics, Aquatics, Land-based and Specialty classes and Personal Training.

RESPONSIBILITIES:

- Assist managers in their different programming areas
- File paperwork for all departments in the Health & Fitness Center
- Perform a walk through of the fitness facility to ensure things are straightened and a safe, clean environment is maintained
- Provide assistance at different fitness events (i.e. Member Appreciation Day, etc.)
- Help with mass mailing projects

QUALIFICATIONS:

- Previous administrative office experience
- Excellent communication and organizational skills
- Strong organizational and/or computer skills

BENEFITS:

- Increased understanding of issues related to health & wellness services
- Documented internship experience
- Experience working for a non-profit agency

SITE: YWCA Health & Fitness Center, 375 Selby Avenue, St. Paul

COMMITMENT:

- Minimum 3-month commitment.
- Schedule is negotiable. Schedule is set during orientation
- Normal business hours are Monday thru Thursday, 5:30 a.m.-10:00 p.m.; Friday, 5:30 a.m.-9:00 p.m.; Saturday, 7:00 a.m.-7:00 p.m.; Sunday, 7:00 a.m.-9:00 p.m.

CONTACT: Volunteer Specialist
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