

Silver Bay  
YMCA of the Adirondacks  
87 Silver Bay Road  
Silver Bay, NY 12874

**Job Description**

**Position Title:** Spiritual Life Administrative Assistant

**Reports to:** Spiritual Life Director

**Classification:** Part-Time/Non-Exempt

**Incumbent:** N/A

**MISSION:**

The mission of Silver Bay YMCA of the Adirondacks is to offer all people opportunities to renew, refresh, and nurture their spirit, mind, and body.

**VISION:**

The vision of Silver Bay YMCA of the Adirondacks is to be an outstanding family conference center that provides quality services in a historically rich setting and is recognized as a welcoming community that connects generations, develops leaders, creates world mindedness, and feeds the soul.

**GENERAL FUNCTION:**

This position serves as part of the Spiritual Life staff and offers administrative support to the Director of Spiritual Life and the Chaplain. This position will provide a welcoming and positive presence to all those who come to the Spiritual Life Center. Duties include answering telephone calls, responding in a timely fashion to voice messages and emails, registering and welcoming guests in the Pastoral Respite program, performing word processing tasks, maintaining spreadsheets used to track data, and assisting with the general cleanliness of the Spiritual Life Office, Trinity House, and Brookside Community House.

**SUPERVISION:**

This position will report to the Director of Spiritual Life. Through regular meetings with the Director of Spiritual Life this person will be made aware of their responsibilities, schedule, and current requirements.

**KNOW HOW:**

This position requires excellent administrative and interpersonal skills, as well as, the ability to communicate well, both verbally and electronically.

**PRINCIPLE ACTIVITIES:**

1. Support the Spiritual Life Staff and assist with office coverage.
2. Able to work with Microsoft Word, Microsoft Excel, and Microsoft Publisher. Assist the Spiritual Life Staff with administrative tasks related to worship services, Sunday school classes, baptisms, weddings, memorial services, interments, and other Spiritual Life publications.
3. Take messages for the Spiritual Life Dept. and ensure a response is made to these messages in a timely manner.
4. Attend necessary staff and departmental meetings.
5. Assist the Director of Spiritual Life with the Pastoral Respite program by scheduling guests and maintaining the cleanliness of the Spiritual Life Office, Trinity House, and Brookside Community House, as needed. Become familiar with and develop a working knowledge of the Maestro Reservation System.
6. Type correspondence for the Spiritual Life Staff and mail out in a timely fashion. Develop a filing system pertinent to the needs of the office.
7. Assist Spiritual Life Director by preparing leaflets, bulletins, or other documents required for staff services on special occasions, holidays, or as needed.

8. Be knowledgeable of the counseling duties of the Spiritual Life Staff and handle clients with respect and kindness. Get messages to the Director as soon as possible. Observe confidentiality at all times.
9. This position requires a dress code appropriate to the role.
10. Any other duties as assigned.
11. As a 24-hour operation all staff may be asked to work weekend, evening or night shifts and/or holidays in order to serve our members, guests, and program participants.

**ENVIRONMENTAL FACTORS:**

The physical requirements of this position include:

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> walking  | <input checked="" type="checkbox"/> sitting  | <input checked="" type="checkbox"/> lifting up to 25 pounds  |
| <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> pulling  | <input checked="" type="checkbox"/> carrying up to 25 pounds |
| <input checked="" type="checkbox"/> standing | <input checked="" type="checkbox"/> climbing |  |
| <input checked="" type="checkbox"/> stooping | <input checked="" type="checkbox"/> pushing  |  |

The nature of this position's work:

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> repetitive | <input type="checkbox"/> series of similar operations               | <input checked="" type="checkbox"/> continuous operations requiring attention to detail |
| <input checked="" type="checkbox"/> automatic  |   |   |
| <input type="checkbox"/> semiautomatic         |   |   |
| <input type="checkbox"/> single operation      | <input checked="" type="checkbox"/> series of dissimilar operations |   |

Other environmental aspects affecting the incumbent's performance on this job, physical effort, exposure to discomforts such as noise, dust, adverse weather elements, irregular work hours and schedules include:

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Any other specific elements of this position not covered in the previous pages include:

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**POSITION SALARY RANGE:**

<u>Min. (80%)</u>	<u>Mid-point (100%)</u>	<u>Max. (120%)</u>
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**END RESULT:**

(What effects does this position have on the members, people in the community, programs, procedures, budgets, facilities, systems, etc? If possible, state measurable outputs and outcomes.)

I have read and agree to the above job description.

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Printed Name of Incumbent

\_\_\_\_\_  
Starting Pay Rate

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date