



# WORK AT THE Y

## Child Development Office Specialist

**FULL-TIME/ HOURLY**

**\$18.00-\$21.00/hour**



The Child Development Office Specialist provides administrative and customer service support for the YMCA's Child Care Department. This position serves as the primary point of contact for families regarding child care, preschool, school-age care, camp, and related programs. Responsibilities include assisting families through the enrollment process, maintaining accurate child care records, processing registrations and payments, supporting CACFP documentation, and providing administrative assistance to the Child Care leadership team.

**WORK SCHEDULE:** Monday – Friday, 40 hours/week

### QUALIFICATIONS:

- Business, accounting, or clerical experience is required.
- Customer service and administrative experience preferred.
- Proficiency with Microsoft Office and general computer applications.
- Ability to maintain confidentiality and communicate professionally.
- CPR/AED/First Aid certification within 60 days of hire.

### PHYSICAL REQUIREMENTS:

- Complete and pass a fingerprint background check.
- Must be able to routinely lift, carry and load equipment, furnishings, and program supplies (up to 25 pounds).

### Benefits:

- **Free Family Membership**
- **Program Discounts – 50%**
- **Childcare Discounts – 40%**



### HOW TO APPLY:

Scan the QR Code to apply online, or stop by the Member Services desk for a paper application.

The Stevens Point Area YMCA is an equal opportunity employer functioning under an Affirmative Action Plan.

**FREE**  
Y Membership

**Paid**  
Holidays

**Full Benefits**  
Package

**Discounts on Y**  
Programs and  
Child Care

**Y Retirement and**  
Retirement  
Savings Account

**Inclusive Work**  
Environment

**Supportive**  
Community