FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Business Administration Intern (HR/Finance)**
Status: Academic Internship
Reports to: HR/Finance Director
Department: Administration
Revision Date: 08/03/2026

ST. CLOUD AREA FAMILY YMCA MISSION:

At the St. Cloud Area Family YMCA, we are united in a sincere desire to live out our great Mission. To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all. Together, we pledge to do this daily, in our actions and interactions, with staff, members and guests of the YMCA, by serving, caring, and loving. To serve is to meet physical needs through our facility, programs, and responsive actions to questions or requests. To care is to meet emotional needs by engaging in genuine conversation, listening with intention, and developing relationships. To love is to provide opportunities for connection and service by keeping the Y a safe and welcoming place for all.

POSITION SUMMARY:

This position supports the mission of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Business Administration Intern will develop professional skills, including employee data management compliance, basic AP/AR and general ledger tasks, HRIS and Payroll systems, and basic IT employee support. The Business Administration Intern will have the opportunity to engage with employees and volunteers, building skills in communication, problem-solving and high-quality employee experience. The experience will include ownership of a project as determined by the Academic Syllabus requirements and the HR and Finance Directors.

ESSENTIAL FUNCTIONS:

1. **Business Operations:** Learn and understand routine employment practices related to the employee life cycle, basic accounting principles and confidential and accurate data management.

2. **Employee Communication:** Shadow and assist with daily administrative communication related to scheduling, training, employee events and benefits (fall interns only) open enrollment.

3. **Finance Administration:** Shadow and perform routine tasks related to payroll, accounts receivable, accounts payable, basic general ledger and confidential and accurate data management.

4. **Reporting & Recordkeeping:** Learn basic analytics used for measuring business performance including budget, P&L, OSHA, Employee Engagement, and recruiting metrics.

5. **Recruiting Support:** Shadow and/or represent the YMCA at community hiring events, outreach activities, and partner pipeline development meetings.

6. **Relationship Building:** Build positive relationships with staff and volunteers while demonstrating the YMCA's core values of Caring, Honesty, Respect, and Responsibility.

7. **Safety & Compliance:** Follow all YMCA policies, safety procedures, risk management practices, and emergency response protocols. Comfortable interacting with youth, families and members to educate on pool use and safety requirements.

8. **Professional Development:** Participate in staff meetings, training, and professional development opportunities, and perform other duties as assigned. Complete internship milestones with mentor as outlined by internship syllabus.

QUALIFICATIONS:

1. 1+ years experience in an office setting.
2. Students currently pursuing a degree in Accounting, HR, Finance, Business Administration or similar degree.
3. Basic Microsoft proficiency required. Previous experience in Payroll, Accounting or HRIS systems strongly preferred.
4. Demonstrated ability to deliver exceptional customer service and build positive relationships with participants, members, staff, volunteers, and community partners.
5. Excellent verbal and written communication skills.
6. Strong organizational and time management skills.
7. Ability to analyze problems, exercise sound judgment, and make appropriate decisions.
8. Ability to learn new technology and maintain accurate records.
9. Confidentiality and exercise professionalism in all interactions.
10. Commitment to the YMCA's mission, values, and culture of inclusion.
11. CPR, First Aid, AED, and Bloodborne Pathogens certifications (or ability to obtain within 60 days of hire).
12. Valid Driver's license and ability to comply with our Driver Safety Policy.
13. Completion of all required YMCA trainings within established timeframes.
14. Successful completion of a background check in accordance with YMCA policies.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this internship, the intern is regularly required to use a computer and will be required to maintain focus and attention to detail for extended periods of time.
- The intern frequently is required to communicate verbally in-person, virtually and via phone/smart device.
- The intern must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, the ability to sustain focus for extended periods and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

_____ _____

Employee's name Employee's signature

Today's date: _____