

JOB DESCRIPTION

Position Title: Administrative Support Assistant
Reports To: Child Care Director
Hours per Week: 40

Overall Responsibilities:

Oversee day-to-day operations of the Child Care Ministry office and provide support to the Child Care staff.

CONDITIONS OF EMPLOYMENT

Submission of

- Criminal history check according to state guidelines
- Authority for Release of Information
- Fingerprint Card (SBI form FD-258)
- ID form
- Mandatory Notice/Prior Convictions Statement
- Medical statement from health professional indicating emotional and physical fitness to care for children
- Negative tuberculosis test

STATEMENT OF FAITH

As TBC Child Enrichment Center desires to instill biblical principles into the lives of the children and families it serves, it is of utmost importance that the staff profess a personal relationship with Jesus Christ and actively nurture their own spiritual growth by means of daily study of God's Word, daily prayer and regular fellowship with other believers. While it is not a requirement for Child Enrichment Center staff members to attend Triad Baptist Church, all staff are required to engage in active membership in a local church. A written statement of faith evidencing these commitments will be kept in each employee's file.

Conduct

- Conduct self in word, deed and attitude that is consistent with the current mission, philosophy and goals of the center
- Maintain prompt hours, taking appropriate measures to arrange time off
- Maintain a professional image, a neat and well-groomed appearance
- Maintain professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors and community at-large
- Follow all policies and procedures of TBC CEC
- Serve in the ministry as a team player striving for unity in spirit and action
- Speak with a united voice in support of final decisions made in the best interest of the center and its programming regardless of differences of opinion
- Handle conflicts by
 - 1- Prayerfully seeking a solution
 - 2- Speaking directly to others involved with understanding and mutual respect
 - 3- Not participating in gossip or public criticism of people, programs or policies
 - 4- Letting the grace, peace and forgiveness of Jesus Christ rule the heart

Key Task & Responsibilities:

- Provide customer service for Child Care area by answering phones, greeting guests to the office and conducting tours of facility
- Maintain Child Care Center calendar
- Prepare newsletters, invitations and other mailings to parents and teachers on a regular basis
- Prepare Child Care team members supplies, to include but not limited to handbooks, nametags, classroom rosters and compliance related forms
- Generate parent memos requested by director
- Prepare and deposit tuition and other associated fees
- Generate reports supporting deposits
- Maintain curriculum library and process book orders
- Child Care software data input
- Prepare new parent and prospective parent materials on a regular basis
- Facilitate Child Care attendance reporting
- Attend staff meetings, trainings and special events sponsored by the center
- Provide support to Child Care director and staff
- Inventory and purchase office supplies
- Monitor security of facility, to include but not limited to, locking/unlocking doors
- Serve as a liaison between Director, staff and parents
- Record set-up and management for new and terminated students, to include but not limited to, software input, file folder, teacher notebooks
- Assist in securing substitute arrangements
- Designated “person in charge” during absence of director
- Others duties as assigned by director

Skills & Attributes:

- Genuine love for and desire to work with parents and their children
- Strong communications skills (both oral and written)
- Ability to work in a multi-task environment
- Strong administrative and organizational skills
- Initiative, foresight
- Steady, positive attitude
- People-oriented, team player
- Customer service minded
- Familiar with Microsoft Office, Word, Excel, Publisher, Power Point, Outlook, and Print Shop
- Basic secretarial skills: copier, phone, filing, and printers
- A certain amount of creativity and latitude is required
- Detail oriented
- Ability to learn new software applications
- Ability to work independently

Experience Required:

- High School diploma
- At least 1 year prior work experience required, preferably office experience
- Prior customer service experience preferred