

So you want to be an Administrative Assistant of Programing at

C4k *Coalition For Kids*



Our mission is to help our children **grow in wisdom** (offering tutoring opportunities for academic success) and **stature** (feeding proper nutrition with snacks/meals and wellness activities) and **in favor with God** (sharing the gospel of Jesus Christ) **and man** (instilling young men and women with Godly character).

basic function

Perform a variety of secretarial, clerical duties to support the Coalition For Kids programming needs in accordance with the Coalition mission. This position is assigned to the front desk of the Coalition and is responsible for duties like a school secretary, including meeting parents, verifying parents and authorizing pick up of children. This position assists and reports to the Director of Programming.

duties and responsibilities

- Set a positive Christian example, as a representative of the Coalition, in word, actions, attitudes and relationships.
- Provide general secretarial, clerical, and general administrative support to the Director of Programming to include any aspects of mailing, scanning, faxing, copying, and maintaining electronic and hard copy filing systems.
- Assist in the coordination of the overall office activities to assist the Director of Programming in administrative details; prepare and accurately maintain a variety of reports, records and files relating to students, staff, programming operations and activities including those of a confidential nature.
- Attend weekly staff meetings and monthly staff gatherings. Assist with set up and clean up following staff meetings and staff gatherings.
- Purchase, maintain, organize, and inventory office supplies, equipment, and materials to support programming needs as deemed necessary by the Director of Programming.
- Assist the Director of Programming with facilitation of all programming events.
- Assist with the enrollment, registration, and scheduling of new students; complete enrollment information and enter into data base and compile records for attendance.
- Assist in maintaining accurate and current student emergency release information and oversee the release of students at Kid City to authorized parent/guardians or approved individuals.
- Assist the Director of Programming, Regional Directors and Director of Grants with information pertaining to grants within programming. This includes data entry for grant management/reporting requirements which may be ELAP and TNSworps software.
- Serve as a receptionist for the Kid City building.
- Provide clerical assistance to Regional Directors and Site Directors.
- Maintain and update programming training and policy manuals as needed.
- Assist the Director of Programming in ensuring the Coalition grounds, classrooms and office areas are clean, attractive, inviting, and safe.
- Communicate with parents, students and other staff in a positive, professional manner and support the mission of the Coalition in all actions.
- Must possess a valid Tennessee driver's license as transporting students by van may be necessary.
- Other duties and responsibilities as assigned by the Director of Programming or the Executive Director.

knowledge of

- After school program office terminology, practices, and procedures; to include utilizing an automated check in/out system.
- Modern office practices, procedures, and equipment operation.
- Correct English usage, grammar, spelling, punctuation, and vocabulary. Oral and written communication skills to include proficient letter and report writing skills.
- Proficient computer skills to include Goggle Docs, forms & sheets, and Microsoft Office programs (Word, Excel, Publisher, and Outlook).

ability to

- Ability to perform a wide variety of clerical, secretarial, reporting, and administrative duties to coordinate the office activities of programming for an after school/summer program.
- Time management and organizational skills; ability to work independently with multiple interruptions. Ability to prioritize projects and strong problem-solving skills.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective work relationships with supervisors, other employees, parents and public.
- Learn, interpret, apply, and explain rules and regulations, policies, and procedures.
- Understand and work within scope of authority.
- Work confidentially with discretion.

education & experience

Any combination equivalent to high school diploma with 2years of administrative or clerical experience.

working conditions

This position is full-time, 40 hour per week, position and light travel and irregular hours may be required.

Working conditions include the office environment and physical demands:

- Office environment is to include a typical office structure that will include constant interruptions, excessive intermittent noises.
- Physical demands include dexterity of hands and fingers to operate a computer keyboard and other office equipment, sitting for extended periods of time, bending at waist, kneeling, and crouching, ability to lift 50 lbs., standing for up to an hour, walking, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Employment with Coalition For Kids would be an “at-will” nature and this job description does not imply an employment contract. “At-will” employment means that the employee may resign at any time and the employer may discharge an employee at any time and for any or no reason. Furthermore, an employee’s “at-will” status may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Executive Director.

acknowledgment

I understand and agree to perform the job duties described above. I understand that if I require accommodation, I will immediately discuss this with the Director of Human Resources. My signature constitutes understanding of the requirements, essential functions, and duties of the position.



Print Name

Employee Signature

Date

Director of Programming Signature

Date

