

UNION CHAPEL M.B. CHURCH

JOB DESCRIPTION CHILD DEVELOPMENT CENTER ADMINISTRATIVE ASSISTANT

REPORT TO: Director, Child Development Center

STATUS: Full-Time/ Hourly

GENERAL SUMMARY: To assist with the management of the Child Development Center; Able to step in and function as the person in charge in the absence of the Director.

QUALIFICATIONS:

- An associate, business or technical degree preferred. Experience in the field of child development and or training in the necessary skills below will be considered.

Skills Needed:

- Serves as a Christian professional who is dynamic, energetic, and people-oriented
- Has technical and time management skills
- Uses discretion and maintains confidentiality at all times
- Customer Focused
- Verbal – Displays excellent phone etiquette in accordance with church policies
- Technology – Uses office equipment (copier, fax, computer, Blackboard Connect, Robocall, Microsoft Word, Management of Brightwheel Childcare System)
- Works efficiently and effectively in team situations

ESSENTIAL JOB FUNCTIONS:

Spiritual

- Demonstrates Christian maturity in attitude, actions, and speech, showing a consistent walk with Jesus Christ. All work is sensitive to spiritual needs of people

Office Management

- Answers phone calls and provide guidance to the public
- Provides general clerical support, including but not limited to, mail correspondence and supply inventory duties
- Redesigns/updates common area bulletin boards
- Sends Robocalls and texts regarding important information for CDC staff and parents
- Creates monthly lunch menu with assistance from the Cafeteria cook

- Maintains each child's file (enter and update student information in Brightwheel Childcare System)
- Welcomes on-site visitors, determines nature of business, and directs them accordingly
- Must have a working knowledge of Microsoft Office, Microsoft Excel, PowerPoint, and Internet
- Assists with intake and dismissal of students
- Assists with classroom coverage(as needed basis)

Performs other duties as assigned.

CONFIDENTIALITY STATEMENT

Must be able to maintain confidential church business, files and records. Church Business must be kept confidential; this information must not be disclosed except by approval. Disclosure will result in immediate dismissal!

