

SANTA MARIA COMMUNITY SERVICES, INC.

Job Title: Children’s Program Administrative Support Worker

Accountable to: Parent/Youth Program Supervisor

Objective: To provide administrative and programmatic support to early child development and youth program in order to meet program outcomes. To provide friendly customer service and facilities management to Sedamsville Community Center.

Qualifications: Bachelor’s degree preferred, Associate degree or equivalent experience required.

Excellent attention to detail

One year minimum experience in a community or human service setting.

Computer literate on Microsoft Office.

Good written and verbal communication skills. Good judgment, flexibility, organizational skills.

Comfortable managing multiple tasks.

Ability to work with and foster a team environment.

Ability to work in a collaborative style with diverse colleagues and volunteers.

Responsibilities: Assist with intake, information and referral to families and children visiting Sedamsville Community Center in a manner that makes visitors feel welcome

Organize child development programming in Sedamsville Center, overseeing publicity, staffing, program supplies and space issues.

Assist with group activities when necessary.

Provide data entry and assembly and preparation of reports.

Responsible for prioritizing and completing clerical requests which include: filing, typing, copying, mail handling and faxing as requested.

Oversee facilities management at Sedamsville Center.

Provide all documentation in a timely manner.

Accept responsibility for aiding the development of positive team relationships.

Adhere to agency policy, procedures and the professional code of ethics.

Other duties as assigned by supervisor.

I have read my job description and I understand the duties described herein.

Signature: _____ Date: _____