

### **POSITION SUMMARY**

The After School Center Office Assistant will work closely with the After School Center Director to assist in overseeing programming, ensuring ongoing support for students, parents, and overall high quality programming.

### **SCOPE AND RESPONSIBILITIES**

- **Parent Relations** – Serve as a main contact for parents and guardians and develop positive relationships. Ensure timely notice of important calendar dates and special events to parents.
- **Foyer Management** – Answer telephones, handle minor discipline situations, monitor sign in/out sheets and keep foyer organized and clean.
- **Tuition Oversight** – Assist with collecting tuition payments and recording all income in the after school center database. Regularly maintain the Urban League system and provide assistance when needed.
- **Inventory** – Keep stock of after school center supplies as well as general office supplies for the organization. Place orders as needed.
- **Administration** – Support Development team’s administrative needs. Track files and receipts pertaining to the annual food program. Organize student files and incident reports.
- **Special projects** – Assist with a variety of projects throughout the year (e.g.: helping coordinate after school center performances and open houses; etc.).
- **Licensing Protocols** – Assist in ensuring that site maintains safety and licensing requirements (first aid kits, fire drills, authorized pick up check, etc.)
- **Administration** - Manage paperwork and other administrative tasks for the after school center.

### **QUALIFICATIONS**

- **Administration** – is organized, can manage multiple projects simultaneously, finishes assignments on time
- **Affinity for Children** – enjoys children and is both loving and able to provide consistent discipline
- **Christian Commitment** – Affirms the New City Kids’ Statement of Faith.
- **Communication** – able to interact with families & community members to gain trust, discern needs, and represent as an ambassador of New City Kids
- **Cross-Cultural Openness** – is sensitive to cross-cultural issues & relates to people of various backgrounds
- **Diligence** – has a proven track record of being able to finish assignments on time with a keen eye on details
- **Dedicated Team Member** – shows flexibility & desire to serve as a positive team member
- **Teachability** – can submit to leadership, learn from others, and embrace the vision of New City Kids

### **DETAILS**

- **Compensation:** \$10-\$12/hour
- **Hours:** Part time (15 hours/week) during the school year. Schedule is somewhat negotiable: generally 1:00-6:00pm Monday, Wednesday, Friday
- **Start Date:** February, 2018. *Please note, that this position is for the school year only (Aug to Jun each year).*
- **Supervisor:** Niksha Davis, After School Center Director

To apply, please send cover letter and resume to Niksha Davis, After School Center Director: [niksha@newcitykids.org](mailto:niksha@newcitykids.org)