

ASSISTANT TO THE DIRECTOR

The Growing Place

TITLE: Assistant to Director, The Growing Place

I REPORT TO: Director

CATEGORY: Part Time Staff

HOURS: 20 hours/week

LAST UPDATED: 6.13.17

PURPOSE:

The Assistant to the Director is responsible to provide administrative support, while leading and carrying out the vision of The Growing Place and provide support and assistance to the Director. The Assistant assists the Director in operating the center in accordance with DSS and ABC policies, procedures and state licensing standards to provide an educational, nurturing, and safe environment for children, staff and parents. This individual assumes all Director responsibilities and duties in the absence of the Director.

QUALIFICATIONS:

The Assistant to the Director should demonstrate the following characteristics.

1. Possess strong organizational and project management skills.
2. Exceptional customer service to families enrolled at The Growing Place.
3. Demonstrate excellent communication skills.
4. Demonstrate proficient computer skills.
5. Be able to maintain confidentiality.
6. Be teachable.

Minimum education preferred: Two or four years of an Education or Administrative degree.

OVERALL RESPONSIBILITIES:

ADMINISTRATION

1. Manage record-keeping responsibilities in compliance with DSS regulations.
2. Offer administrative support for all bookkeeping systems to provide invoice statements to families.
3. Manage school inventory.
4. Plan and execute on-sight events.
5. Assist Director in executing daily operations of policies and procedures.

Communication

1. Develop and update all social media and online presence.
2. Provide marketing for all TGP events.
3. Assist Director in connection and communication with staff and families.
4. Create and manage all print material for TGP. (Handbooks, printing, marketing, monthly newsletters, & snack calendar)

Staffing

1. Function as a team member of TGP utilizing gifts and abilities to contribute to overall effectiveness of the center.
2. Act as lead of the center in the absence of the Director.
3. Provide care to staff as needed during daily operations.