

## **GFCC Office Administrator – Position Description**

Position Goals: To provide administrative support and oversight that ensure the smooth operations of Greenwood Forest Children's Center (GFCC), a secular preschool program of Greenwood Forest Baptist Church (GFBC).

Specifically,

- To keep accurate and up-to-date records of enrollment, emergency forms and other necessary information.
- Provide front desk coverage by answering phones and doorbell, greeting and screening visitors
- Maintaining ProCare database system
- Collecting tuition funds and making weekly bank deposits
- Keep updated inventories of school resources
- Maintain class rosters, attendance sheets and monthly calendars
- Maintain cleanliness and organization of all GFCC work rooms
- Purchase school and office supplies and maintain corresponding budgets
- Keep bulletin boards and school décor updated seasonally

Relationships: (1) Supervised by the GFCC Director. (2) Is an employee of GFBC and adheres to GFBC Personnel Policies. (3) Works with the GFCC Director to support teachers in our collective effort to provide a safe, compassionate environment for students to learn and grow.

Hours and Benefits: This is a part-time, non-exempt, year-round position. Paid time off will be given in addition to holidays and sick leave. This position does not include health benefits.

GFCC currently operates from late August/September to May. School hours are from 9:00am to 1:00pm. For the months of August-June, the position requires 27.5 hours per week. For six weeks during the summer months, hours are reduced to 15 per week.

Qualifications: College degree or equivalent experience in early childhood education preferred. Experiencing managing budgets and expenses. Previous experience in organization and office management. Ability to multi-task and function well in a fast paced and often loud environment. Patience and flexibility. Ability to self-start and anticipate the needs of your surroundings. Comfortable keeping sensitive information private. Must be able to lift up to 20 pounds.

Primary Responsibilities:

- Support the GFCC Director to ensure that daily operations of GFCC run smoothly and in accordance with all policies and safety guidelines.
- Communicate with families regarding the collection and management of tuition payments
- Assist the GFCC director with the annual registration process
- Work well with the GFBC office to coordinate room reservations throughout the year
- Copy and print materials for GFCC teachers and staff
- Maintain an inviting physical environment which fosters optimal growth and development
- Be a welcoming presence for all staff, parents and students who enter the building