

## Office Hours

(Sample schedule ONLY)

Mon: 1-8pm or 10am-6pm

Tues: 1-8pm or 10am-6pm

Wed: 1-8pm or 10am-6pm

Thur: 1-8pm or 10am-6pm

Fri: 1-8pm or 10am-6pm

Sat: 8 am – 2 pm or 10am-4pm

**(Saturdays are a requirement)**

Sun - TBD

(Job Hours may be flexible – exception on Saturday)

## Secretarial Job Description

1. Spanish Speaking Required
2. Answer phones as needed
3. Help in front office and pro-shop as needed
4. Help with payments and collections as needed
5. Personally assist Office Manager & Executive Director
6. Verify contacts, account receivables, and deal with outstanding balances/collection, owes list, etc.
7. Class schedules, attendance, wait lists, class additions/cancellation, instructor scheduling, combining classes, report itemizations, etc.
8. Update Master roll sheets, Master Boards, consolidate functions
9. Pro-Shop orders, supply re-fill, inventory reports
10. Update class sheets, forms, progress reports, evaluation forms, meet forms, b-day forms, evaluation forms, payroll forms, all forms in all capacities and schedules
11. Verify Payroll and all private lessons and control the video system
12. Check all messages, extensions daily
13. Call all reminder appointments, owes students, and past due accounts
14. Handle any problems that should arise in the gym, enforce school policies, and take initiatives on resolution.
15. Sales, Customer Service, Friendly and Positive Demeanor
16. Assist with all school related functions, promotional materials/products and special events
17. MAILERS, MAILERS and more MAILERS!
18. Stay professional and responsible. You are the mirror of the organization!

Are you a person who is bi-lingual in Spanish with excellent verbal communication skills? Be part of a caring, high caliber, high volume sports based children's activity center school in Culver City! This opportunity is excellent for someone looking to position themselves permanently in the field of quality customer service and mid level school management.

(Non-profit) school with over 39 years' experience of successfully serving adolescents who have behavior, emotional, cognitive and learning disabilities is seeking a very dedicated individual. This position is a wonderful opportunity for someone who enjoys working with students, staff, outside agencies and families with a "can do" attitude. Responsibilities include: greeting students, staff, and visitors and answering phones. In addition, they will assist with attendance record keeping, compiling student and staff files, monitoring records for billing, coordinating accounts and collections, phone calls, filing, staff support and all general duties that is needed for office support. We are looking for someone who is competent, works with various personalities through the parent/customer, co-worker, and adolescent/child and is able to critically think and execute an important plan of action within any working environment while completing allocated tasks provided by supervisor. Excellent organizational skills, and who wants to be part of changing the lives of children, families and the community. This position is available immediately.

#### QUALIFICATIONS:

##### **Bi-lingual in Spanish is a MUST!**

Superior communication skills/ bank teller experience is a plus!

Ability to manage contacts with parents, relatives and outside professionals

Data Entry Experience

Good knowledge of computers, primarily word and excel

excellent organizational skills

someone who is a team player and an independent thinker and worker

Bachelor's degree preferred

some secretarial experience, in a school would be a plus!

Self-starter with an ornate ability to function in a high pace fast environment

Hours: 1:00 P.M. until 9:00 P.M OR 10 A.M.-6 P.M. (Mon-Fri) SATURDAYS are a REQUIREMENT (8 A.M.-2 P.M.).

Salary: depending upon education and experience. There is room to grow!

Benefits: 15 days for combined vacation and sick time the first year. 8 paid holidays.

Very good medical benefits for employees. Be part of a team which changes students' lives forever!

**DUTIES:** Under general supervision, develops and administers the instructional program and fiscal resources of the Children's Center. Assumes formal administrative responsibility for the overall operation of the program; provides leadership in the day-to-day management of the child development program; conducts the business affairs; provides leadership in planning and directing the program workforce including the

instructional support staff; performs as the Administrative, Clerical and Communicative Front Office leader; provides leadership in integrating the philosophy and goals of the child development program with the developmental needs of the children; provides for the health, safety needs of the children as well as the social service needs of the family; maintains rapport with the children's parents; establishes and maintains open lines of communication with the campus and local community; assesses organizational performance; plans for short and long term programmatic and financial development; and ensures collections and accounts payable Performs other duties as assigned.

**QUALIFICATIONS:** Equivalent to a Master's degree in Child Development or Early Childhood Education. Equivalent to five years of full-time experience teaching young children in a group setting which includes one year of administrative experience that provides the required knowledge and abilities listed. Meets State of California health standards for employment in a licensed Children's Center, including negative TB test.

**THE SELECTED CANDIDATE MUST PASS A FINGERPRINT CLEARANCE.**

**Knowledge, Specialized Skills, and Abilities:** Thorough knowledge of the theories and principles of teaching young children and of early childhood development; age-appropriate behavior and expectations; general knowledge of business and administrative principles and personnel management in an educational environment; State of California and Federal standards and regulations governing child care centers; and the trends and issues within the field of early childhood education. Ability and specialized skills to: prepare and deliver written and oral presentations to various campus and community constituencies; maintain accurate fiscal accounting; gather data for reports and proposals; analyze financial and statistical data and draw sound conclusions; organize and lead staff to achieve objectives; communicate effectively with children, parents, teachers, campus administrators, students and members of the community-at-large; utilize problem-solving techniques; establish and maintain effective working relationships with others; and operate standard office machines, computers, and software such as Microsoft Office Suite.

- Location: Culver City
- Compensation: **\$10-\$13 hourly**
- Principals only. Recruiters please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.