



**Boynton Beach
Palm Beach Gardens**

JOB TITLE: Administrative Assistant
DEPARTMENT: 20-21, Early Childhood Learning Center (ECLC)
LOCATION: Mandel JCC, Palm Beach Gardens
CLASSIFICATION: Full-time, hourly, non-exempt

POSITION SUMMARY:

Position is responsible for the first impression and upkeep of a professional ambiance in the school lobby at all times requiring expertise in administrative duties and customer service. It is essential that parents and guests are greeted when entering the preschool, assuring that children are signed in and out in accordance with authorization forms along with providing and assisting parents with any needs regarding classroom inquiries. Administrative duties will include such tasks as collecting school inquiry information, scheduling school tours and meetings with the Director of Early Learning, making follow-up calls, sending thank you e-mails to prospect families, creating forms, updating distribution lists and data bases along with assisting families with registrations, processing payments, maintaining enrollment, attendance medical and emergency records, assisting with VPK paperwork and documentation. Work is supervised by the ECLC Operations Coordinator on a limited basis, as necessary. Work schedule is generally 40 hours during each work week Monday – Friday with occasional evening or weekend work as directed by work schedule, programs and deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for greeting and assisting parents and guests who enter the preschool;
- Assures security of children enrolled in the program are signed in and out in accordance with authorization forms;
- Responsible for incoming phone calls, collecting school inquiry information and scheduling school tours and/or meetings with the Director of Early Learning;
- Ability to create e-mail templates, prepare distribution lists, and various administrative forms and letters;
- Responsible for communication between the school and prospect families via thank you e-mails within three days of a tour;
- Responsible for providing forms, notices and other communication via e-mail or mail to current families in a timely manner (i.e. carpool signs);
- Responsible for compiling and updating preschool enrollment packets along with accepting preschool, winter and spring camp registrations, enrichments, and changes, processing payments for the preschool in a timely manner and forwarding to accounting (within 24 hours);
- Ensures that all appropriate preschool forms are distributed and turned in prior to school or camp beginning;
- Create and distribute attendance sheets for preschool enrichment classes for each classroom to be filed on a monthly basis;

- Responsible for Camp Site online registrations, compiling and updating camp packets and processing camp payments in a timely manner (within 24 hours);
- Create and maintain preschool and camp enrollment statistics;
- Works in unison with the Director of Early Learning to assure that the preschool is in compliance with all Palm Beach County Health Department rules and regulations. Maintains children's files ongoing and assists with inspections;
- Responsible for generating the application for and obtaining the Early Childhood Learning Center's Florida State License;
- Responsible for keeping current medical logs, allergy lists and for proper storage of children medications.
- Responsible for maintaining children's attendance records/books and attendance rosters;
- Prepares and maintains emergency procedure binder and updates as necessary; schedules fire/emergency drills in coordination with the Director of Early Learning on a monthly basis;
- Assures the data base and emergency card are current for each family/child; maintains emergency log and database for "school messenger"; coordinates updates with the Marketing Department, works with Marketing to learn the "school messenger" database program;
- Provides direct support to the Director of Early Learning regarding all VPK paper work and documentation. Responsibilities include:: VPK classroom set-up, ordering supplies, upholding policies, attendance, maintaining attendance records online and in school, VPK Assessment Score reporting in compliance with Early Learning Coalition of Palm Beach County; attending provider meetings (quarterly);
- Ensuring parent manual is kept current both on-line and hard copy;
- Responsible for ordering office supplies, preschool classroom supplies (i.e. snacks);
- Ability to work efficiently, effectively and independently to complete assignments in a fast-paced environment with multiple competing tasks and demands;
- Ability to work collaboratively with agency staff members to form a positive, supportive team atmosphere, and maintain courteous and professional working relationships with clients, vendors and outside contacts of agency;
- Ensures strict confidentiality of privileged information;
- Maintains adherence to all company policies and procedures, including agency safety requirements;
- Must work the days and hours to perform all assigned responsibilities and tasks, and be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines;
- Performs additional program duties as assigned by the ECLC Operations Coordinator or the Director of Early Learning according to agency needs.

MINIMUM POSITION REQUIREMENTS:

- High school diploma or equivalent;
- Minimum five years' experience in an office or administrative school setting;
- Must demonstrate the ability to multi-task and provide crisis management;
- Excellent communication skills, both orally and written, as well as organizational, planning, attention to detail and interpersonal skills required;
- Ability to listen and understand information and ideas presented;

- Must be proficient in use of standard office equipment, computer programs and have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, Access, PowerPoint);
- Demonstrated ability to effectively interact with management, co-workers, vendors, and clients in a manner which encourages harmonious working relationships, enhances the image and reputation of the agency and promotes positive client/agency relations.
- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Ability and willingness to participate in ongoing professional development activities in order to keep current on new developments in the field and to enhance skills already maintained.
- Must be able to work independently and follow through on assigned tasks.
- Ability to work collaboratively with entire agency staff members to form a positive, supportive team atmosphere, and maintain courteous and professional working relationships with members, vendors and outside contacts of agency.

SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Ability to exert moderate physical efforts which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weights (up to 75lbs), bending, stooping, stretching, squatting and sitting;
- Tasks may involve extended periods of time at a keyboard or workstation.
- Effective and clear communication is essential between children and staff. Must have visual and auditory ability to keep track of multiple children and to identify and respond to environmental and other hazards related to preschool, camp and aftercare activities.
- Occasional exposure to outside elements, such as sun exposure, heat, humidity and rain.
- Noise level can be quiet to moderate.

WHY SHOULD YOU JOIN US?

Culture

The Mandel JCC of the Palm Beaches is committed to a passionate, member and community-centric culture where team members are encouraged to contribute and collaborate leading to a highly engaged JCC family.

Opportunities for growth

Internal mobility is highly encouraged and fully supported.

Benefits (Full-Time Employees)

- Health Benefits
- Life, AD&D, Short Term Disability
- PTO: Vacation, Sick and Personal Days
- Voluntary Benefits: Pet Discount Program, Financial Wellness, Identity Theft Protection, Accident and Critical Illness
- Staff Discount on our Programs (FT and PT employees!)

TO APPLY

Please send your application to BrookeP@JCCOnline.com with “Administrative Assistant” in subject line.

EEO STATEMENT

The Mandel JCC of the Palm Beaches does not discriminate against employees or clients on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Personnel Manual. The Mandel JCC of the Palm Beaches will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.