



POSITION TITLE: EARLY CHILDHOOD OFFICE ADMINISTRATOR
REPORTS TO: EARLY CHILDHOOD OPERATIONS DIRECTOR
STATUS/HOURS: FULL-TIME (NON-EXEMPT)

SUMMARY:

The Early Childhood Office Administrator is a full time, year-round position. The Early Childhood Administrator is the ‘face of the office’; friendly, smiling, calm under pressure, able to multi-task at a front desk with phones, computer, security doors, faculty needs, young children’s injuries/illness, etc. The DPJCC has a very diverse family population. The Early Childhood Office Administrator must be open to varied lifestyles and cultures. The position requires supporting the DPJCC’s mission and the goals of the preschool. Flexibility and the desire to be part of a strong team are essential.

EDUCATION/WORK REQUIREMENTS:

- BA/AA Preferred
- CDA/Early Childhood Administrative credentials desirable
- Must complete the DCF 45 hours of early childhood training within 6 months of starting position (If applicant does not have their CDA)
- Excellent Communication Skills in English-written, oral
- Proficiency in Spanish and/or Hebrew desirable
- Computer Proficiency in Office Suite: Word, Excel, Outlook, Publisher, Power Point
- Ability to competitively shop for best pricing of needed supplies; online purchasing
- Ability to work pleasantly and professionally with early childhood faculty/administration
- Ability to show empathy/caring for young children and their families
- Highly organized and able to prioritize
- Discrete. Ability to deal confidentially with sensitive/private information.
- Must possess or pass and maintain a current Level 2 LiveScan Fingerprinting Background Check

RESPONSIBILITIES INCLUDE:

- Maintain an organized, professional front desk and office area.
- Oversee staff who occasionally cover the front desk; ensure that they keep the area professional and organized.
- Answer incoming calls with a pleasant, calm, smiling, warm demeanor.
- Screen calls, emails, WhatsApp messages; send appropriate responses.
- Learn essentials about the preschool, camp, JCC; the phone/intercom system. Be able to answer parents’ questions and transfer phone calls to the appropriate J department.
- Deal with children brought to the office for a variety of reasons: incidents, accidents, illness, and maintain calm while assisting as needed in resolving the issue/s
- Maintain daily attendance
- Forms may be paper, online in the cloud and/or kept on the computer server.
- Ordering: supplies, snacks, other items as requested.
- Maintain records of purchases, organization of purchase orders, credit card purchases, etc.
- Liaison with other DPJCC departments as needed: Maintenance, Marketing, Membership, etc.
- General typing, filing, record-keeping; communications to parents daily regarding injuries, incidents, illness, etc.
- Inventory and order online: office supplies, paper goods and other items needed by faculty, including snacks.
- Oversee/supervise copying, laminating as needed.
- Help cover staff lunches as needed