

# Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
<b>Position Title:</b> Program Clerk (ASP)	<b>Location:</b> Grant Middle School	<b>Date:</b> June 2017
<b>Reporting Relationship(s):</b> Position reports to the Program Coordinator, Program Facilitator		<b>FLSA Classification:</b> Non-Exempt

## General Summary

This individual provides comprehensive Clerical support services for the After School Program.

## Duties and Responsibilities

- Provide clerical support to assist with the development, implementation, and execution of After School Program.
- Act as initial point of contact for the program, responding to inquiries and requests or directing as appropriate to who can be of assistance.
- Coordinate the collection of program data
- Pick up and transport any necessary equipment, food, and supplies
- Provide organizational and clerical support to assist in the day-to-day operations, special projects and events
- Prepare correspondence, data, and other information as requested
- Maintain student's file and records, SACC/Program Regulations folders and paperwork, note taking, mailing, filing and database systems for the After School Program
- Distribute and notify school and parents of letters, flyers, and program information as needed.
- Ability to work with limited supervision.
- Must be proficient with computer and data entry
- Detail oriented
- Ability to adapt to changes
- Perform other related duties as assigned

## Education Requirements

Business-related associate's degree preferred, or comparable training and experience

## Previous Experience Requirement

1 - 3 years of work experience in related field  
Experience with OCFS licensing and regulations preferred

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## Knowledge and Skills Needed to Perform Effectively in this Position

Extensive software skills in word processing, data entry, and spreadsheet. Skills in internet use and research. Strong verbal and written communication, interpersonal and telephone skills. Ability to establish priorities and work independently.

## Additional Requirements

- Must be fingerprinted to be submitted for criminal background checks
- Valid driver's license
- Access to a reliable vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to;
  - ✓ Travel between agency's main office and program site.
  - ✓ Obtainment and transport of supplies and equipment
- Effective written and oral communications skills
- Ability to handle multiple priorities and meet deadlines
- Excellent people skills
- Must be able to maintain confidentiality
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship

## Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- The position will require long hours sitting and using office equipment and computers.
- This position involves extensive walking and driving and possibly lifting up to 20 pounds
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.