



Early Childhood Center Position Available

POSITION TITLE

Administrative Assistant Closer

WORKING HOURS

Part-Time

SALARY RANGE

Compensation for this position is based on education and/or experience.

DESCRIPTION

Grace Early Childhood Center is a ministry of Grace Polaris Church that exists to honor God by multiplying devoted followers of Jesus through worship, community, training, and witness. The Grace Early Childhood Center is seeking a qualified individual to join our team as the Administrative Assistant Closer. This individual will work in the office at the end of the day.

RESPONSIBILITIES

- Ensuring the safety and wellbeing of everyone in the building by following all licensing guidelines and implementing all center standards
- Greeting parents/guardians during student pick-up
- Locking gates and turning out all lights
- Participating in all required training sessions and staff meetings
- Maintaining a safe, organized, and office space
- Working with the Early Childhood Center Director, other teachers, and staff to promote a spirit of community and collaboration
- Demonstrating love for God and love for the children

QUALIFICATIONS

- Evidence of Christian maturity demonstrated in attitude, action, and speech
- Passion for promoting the spiritual, emotional, intellectual, and physical development of children
- Ability to meet state and/or accreditation requirements for education and experience
- Willingness to learn ODJFS child care licensing rules
- High school education (or equivalent) preferred
- Must be at least 18 years old