



Position Title: Program Support Assistant

Reports To: Program Director

Position Summary:

The Program Support Assistant ensures the efficient operation of both administrative and classroom functions within the center. This position combines office management, inventory coordination, and flexible classroom support to meet the dynamic needs of the program. The ideal candidate is organized, adaptable, and capable of multitasking in a fast-paced environment.

Essential Duties and Responsibilities

Administrative Support:

- Answer and direct incoming phone calls, take accurate messages, and provide prompt communication.
- Maintain organized and up-to-date filing systems for program records and documents.
- Assist with general office duties, including photocopying, data entry, and preparing materials for meetings or events.
- Monitor the front office area to ensure a professional and welcoming environment.

Classroom Support:

- Provide in-class assistance to teachers, covering breaks and absences as needed.
- Support teachers in maintaining a clean, organized, and engaging classroom environment.
- Interact positively with children to support transitions, activities, and routines.

Inventory Management:

- Conduct regular inventory checks for office and classroom supplies, such as tissues, wipes, hand sanitizer, and educational materials.
- Restock supplies as needed and maintain an organized storage area.
- Notify leadership of low inventory levels and prepare lists for reordering.

**Laundry and Facility Upkeep:**

- Collect, wash, and return classroom laundry daily.
- Complete weekly laundry of larger items, such as blankets or classroom fabric materials.
- Ensure common areas, such as hallways and lobbies, are clean, organized, and welcoming.

Water Stations (Seasonal):

- Set up and maintain water stations during summer months to ensure children stay hydrated throughout the day.

Event and Special Project Support:

- Assist with the preparation, setup, and cleanup of meetings, training sessions, and special events.
 - Support classroom projects, including decorating bulletin boards and preparing instructional materials.
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Qualifications:

- Strong organizational and time-management skills.
 - Ability to multitask and adapt to changing priorities.
 - Strong communication skills with a collaborative and supportive attitude.
 - Experience in an educational or childcare setting is preferred but not required.
 - Proficiency in basic office software (e.g., Microsoft Word, Excel) is a plus.
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Physical Requirements:

- Ability to lift and carry up to 25 pounds (e.g., laundry bins, supplies).
 - Frequent walking, bending, and standing as part of daily responsibilities.
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Work Schedule:

- Monday through Friday, with flexibility to adjust hours based on program needs.