

Administrator
Creative Playtime/Church

The position of the Administrator for the Creative Playtime Program (School) and Grace Lutheran Church (Church) shall be under the direct supervision of the Pastor (for the Church) and the Creative Playtime Program Director (for the school).

This position's weekly hours shall be a maximum of 10 hours and a minimum of 8 hours. The hours are to be fulfilled 2 days a week – Monday and Wednesday. There may be extreme situations where the hours may be extended for emergency circumstances, but only at the direction or pre-approval by the school Director and/or the Pastor.

All hours must be completed at the church. No files or other properties of the church or school are to be removed and worked on off-site. The church's computer and related software only are to be utilized. Quickbooks is the main software of the school and church, unless otherwise indicated. Because of the nature of work and information involved, the Administrator is expected to treat all work product with the highest level of confidentiality.

Copies of all correspondence must be maintained in the church/school files.

Specific duties of the position are as follows:

1 – Prepare and maintain class lists of all students, which includes the name, home address, telephone numbers, email address, and birthdates. Must be coordinated with school Director. Unless otherwise indicated, Quickbooks software is to be utilized for this maintenance as it will be shared with the financial position to allow for consistency in all reporting information.

The Administrator shall be responsible for keeping the email account address book and archives current for the info@CP (school information site), while providing backup support as needed for the director@CP (school Director site)

2 – Prepare Director approved registration forms for annual enrollment of new school year (2013/2014). This includes filing and updating of all related data.

3 – Prepare Director approved School Calendar of notifications for planned closings/holidays.

4 - Prepare and maintain address labels for school and church mailing notices.

5 – Coordinate supply orders – for CP Program and church

6 – Coordinate management of all contractual and non-contractual services for the church and the school by communicating scheduling and tracking for billing and any appointment related purposes (school closings, church closings, special events, etc)

This includes:

- Cleaning Company
- Landscaper
- Security/Fire Alarm (inspection appointments/maintenance)
- Bottle Water company deliveries
- Website Maintenance contracts
- Church organ and piano tune-ups
- Any Electrical, plumbing issues
- Any miscellaneous needs that may arise from the Director or the Pastor

7 – Prepare the Pastor approved communications and mailings for the church giving statements (semi annually?)

8 – Fulfill any additional administrative duties that may arise from the school Director or the church Pastor