



We help students thrive and dreams come alive

Program Secretary / Community Education

Reports To: Adult Enrichment and Marketing Coordinator

Job Purpose/Position Summary

Serves as Community Services, Learning Exchange:

- Support for Adult and Youth Enrichment, Aquatics and Learning Exchange
- Customer service back-up contact for Adult and Youth Enrichment and Aquatics programs

Duties and Responsibilities

Duty	Major Tasks	% Time
Adult Enrichment Support	Provide administrative support to Program Supervisor: develop, monitor and reconcile budget; verify instructor invoices and process for payment; communicate class status with building staff weekly; process budget transfers; order supplies; process for payment, W-9s, background checks and reconcile P-card statements; provide back-up customer service/registration support.	30%
Youth Enrichment Support	Provide administrative support to Program Supervisor: develop, monitor and reconcile budget; verify instructor invoices and process for	30%

	payment; communicate class status with building staff weekly; process budget transfers; order supplies, HR onboarding, process for payment and reconcile P-card statements; provide back-up customer service/registration support. Coordinate Driver Education programming and support class scheduling, Eleyo entry, registration forms, family communication, and customer service support.	
Learning Exchange Support	Ordering supplies and invoices.	5%
Aquatics Support	Provide administrative support to Program Supervisor: order supplies, process for payment and reconcile P-card statements; process budget transfers; and provide back-up customer service/registration support.	5%
Community Education Catalog Support	Support catalog development, proofreading, updates, and publication timelines for all community education programming.	30%

Skills Required

- Proficient technology skills including Google Docs, Excel, and Word
- Proficient/ability to learn Eleyo registration software
- Communication skills
- Organizational skills
- Budget Experience

Education and Experience Required

- 5 years general office experience required
- Experience in Customer Service
- Experience working with students and adults