

## **Calvary Community Development Corporation (CCDC)**

**Title:** Administrative Assistant  
**Reports To:** CCDC Executive Director  
**Last Revised:** March 16, 2011

**The Calvary Community Development Corporation (CCDC) was** founded in 2008 as a separate 501©3, to serve as a bridge between resources and needs within Morris County., New Jersey. There are currently four programs operating under our umbrella.

The After-School Child Care, Enrichment Program & Tutorials (ACCEPT) provides a safe haven for students who need after school supervision and/or enrichment opportunities. While some children are enrolled primarily for custodial supervision while parents complete their workday, all ACCEPT enrollees receive homework assistance and participate in academic enrichment activities to supplement their studies.

The Athletic Assistance Fund ensures that young people are afforded an opportunity to participate in community recreational leagues by providing financial assistance.

The Wellspring Wellness Center's aim is to provide healing and growth, with a focus on spirit, mind and body, to help people move from brokenness to wholeness.

Licensed by the State of New Jersey, the YES Camp offers a well-rounded six-week innovative experience designed to stimulate and facilitate fun, enrichment, leadership development, worship and wellness, for children rising to 1<sup>st</sup> thru 10<sup>th</sup> grades.

### **JOB OVERVIEW:**

- Provide administrative support to the Executive Director & Program Managers as needed.
- Responsible for word processing, filing, copying, and ordering supplies.
- Responsible for registering children for YES Camp & ACCEPT Programs and maintaining records.
- Ensures that Program Managers have the necessary forms, supplies and equipment.
- Ensures the highest level of customer service and assists with the effective handling of concerns and conflicts of Program participants.
- Assists Program Managers in ensuring that there is adequate coverage. Substitutes in classroom when needed.
- Maintain records and documentation for State Licensing Requirements, including children's files, attendance, food service, fee collection and health & safety matters.
- Responsible for accepting and providing receipts for all Program fees.
- Responsible for preparing monthly vouchers for students receiving aid (e.g., CFR Program) as well as preparing vouchers and maintaining records for food program.

### **COMPENSATION:**

- Salary: \$15.00 per hour
- Hours will be determined by Executive Director in consultation with Program Managers
- Part-time position/No medical benefits

**QUALIFICATION SUMMARY:**

- Knowledgeable about licensing procedures, food program guidelines  
Experience in scheduling and monitoring the status of programs and activities.
- Accounts Payable and Accounts Receivable experience
- Possession of superior customer service and organizational skills.
- Proficiency with Microsoft Office.
- Proficient written and oral communications skills. Ability to draft correspondence, create and edit spreadsheets and presentations.

If you are selected as a final candidate, CCDC will perform a thorough background investigation that includes a criminal conviction history, employment and credit history, and drug testing.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Interested applicants should email their resume and professional references to [jobs@ccdcmorristown.org](mailto:jobs@ccdcmorristown.org).