

Job Description – Operations Assistant

Mission: The mission of Gateway Association, Inc. is to help young children of all abilities reach their highest potential through education and other support systems.

Qualifications:

- Must be 21 years old or older
- Must have a high school diploma or GED
- Ability to demonstrate appropriate business judgment with strong leadership, problem solving, and communication skills
- Ability to work in a team environment, with minimal supervision, under tight deadlines, with accuracy, efficiency, and accountability
- Valid driver's license, proof of insurance, and dependable transportation
- Must maintain current certifications in CPR and First Aid
- Must maintain current training in Universal Precautions
- Must pass a 5 phase drug screen
- Must pass a fingerprint background check through the FBI
- Must have a current TB test or chest x-ray with negative results
- Home telephone and/or cell phone

Direct Supervisor:

Executive Director

Physical and Mental Demands:

- Ability to lift 60 pounds
- Ability to reach over head
- Ability to bend down
- Finger dexterity
- Ability to communicate orally, visually, and in writing
- Ability to read all necessary documents
- Excellent computer skills including Excel, Word, Access, Publisher and PowerPoint
- Basic mathematical abilities
- Exceptional organizational abilities
- Ability to present a pleasing image of the organization through interaction with the public
- Ability to maintain confidentiality and professional standards
- Ability to cope with stress
- Ability to remain calm in crisis situations
- Demonstrate appropriate professional reaction to other's behavior

Responsibilities:

Note: Numbering does not indicate priorities; all responsibilities are of equal importance.

1. Comply with all Agency policies and procedures
2. Comply with all regulatory agency guidelines
3. Complete tasks as required with accuracy and efficiency
4. Answer the phone and door
5. Assist Executive Director as needed

6. Assist Director of Early Childhood Programs as needed
7. Assist Respite Coordinator & Billing Specialist as needed
8. Assist the Cook
9. Assist the Teachers
10. Report any maintenance or supply needs to the Executive Director
11. Attend necessary trainings
12. Maintain professional standards
13. Complete other duties as assigned

