

## Loving Arms Childcare Centers 1101 Willmar Ave SW, Willmar, MN 56201

### POSITION DESCRIPTION

Date: October 23, 2023

*Loving Arms Childcare Centers operates three childcare centers in Kandiyohi County.*

*Loving Arms and Discovery Hill in Willmar and Praise & Play in Spicer.*

### POSITION TITLE: Operations Assistant

**Hours:** Full Time, 40 hours per week, Center Hours are 6:30 AM – 5:30 PM Monday-Friday

**Salary Range:** \$21.00-\$24.00/hour.

**Benefits:** Employee benefits shall be those selected by the employee as customarily provided by the employer. Further information is available on the benefit statement.

**FLSA:** Non-Exempt (Hourly)

**Reports to:** Director of Childcare Centers

**Receives Work Direction From:** Director of Childcare Centers, Assistant Director(s), Lead Pastor, Executive Assistant, Loving Arms Board.

**Supervisor to:** None

**Provides Work Direction to:** None

### PURPOSE OF POSITION

The Operations Assistant performs routine operations functions for all daycare centers, such as managing the staffing schedule, processing background checks, coordinating the wait list and intake process, and organizing and maintaining paper and electronic files. This position will be located at one of the daycare sites.

### REPRESENTATIVE EMPLOYMENT RESPONSIBILITIES

Because all employees represent the Loving Arms Childcare centers, they are expected to conduct themselves according to the goals and mission of Loving Arms in performing their work.

### ESSENTIAL RESPONSIBILITIES

- Help create a productive, positive, and harmonious work environment.
- Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all is taken care of in a professional and timely manner.
- Manage the organization's weekly staffing schedule for all centers in coordination with the Director and Assistant Directors
- Manage the organization's wait list for all centers.
- Manage the organization's required employee training hours records.
- Assist with hiring paperwork and processing, including working with the Executive Assistant on background checks.
- Assisting with coordinating supply orders.
- Assist Executive Assistant with the food program, reconciling monthly meal attendance records and submitting to the CLiCS program.

- Assist with organization's staff files ensuring all paperwork is complete and filed, as well as maintaining yearly updated forms as needed.
- Assist with organization's enrollment / children files ensuring all paperwork is complete and filed, as well as maintaining yearly updated forms as needed.
- Assist with transitioning children between rooms.
- Assist with other tasks as assigned.

**Other Responsibilities (Include, but are not limited to...)**

- General administrative support to include answering phone inquiries and emails, filing, and additional communications with staff and families.
- Provide direct care to children when classrooms are short staffed.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position.

**COMPETENCIES**

- Maintain a positive, professional and helpful attitude.
- Ability to collaborate and work well with others.
- Demonstrate good communication and relational skills.
- Possess the ability to provide clear direction, written and verbally.
- Strong attention to detail.
- Possess a solid understanding of the English language, good spelling and legible writing skills.
- Very capable of following directions, working unsupervised and completing tasks in a timely manner.
- Great problem-solving skills and ability to deal with conflict and adversity.
- Ability to multi-task.
- Possess excellent computer skills in word-processing & spreadsheet software and other programs to create documents and files.
- Ability to work with the telephone and email system.
- Demonstrates responsibility, dependability, integrity and honesty.
- Possess the ability to maintain a sense of order with strong organizational skills and attentiveness to details.
- Possess ability to recognize and maintain confidentiality.

**MENTAL DEMANDS**

- Follow instructions and be able to complete tasks within appropriate timelines.
- Planning, organizing, and meeting deadlines daily.
- Ability to work effectively and efficiently in high stress and conflict situations.
- Patience with people, an appropriate enthusiasm and a fundamental optimism in the face of challenges.
- Remain calm when dealing with a conflict or dispute.
- Be present and focused on the task at hand.

- Learning new techniques and programs.
- Ability to exercise independent judgement and make decisions.
- Ability to work independently.

### **PHYSICAL DEMANDS**

- Able to speak, see, hear, and respond to needs and requests.
- Able to bend, kneel, stretch and reach above head throughout the day.
- Lift, carry and move using proper techniques up to 50 pounds.
- Sit for long periods of time.
- Able to work longer hours if required.
- Dexterity to use a computer keyboard and other computer components much of the day.

### **WORK ENVIRONMENT**

- Indoor office setting.

### **TRAVEL REQUIRED**

- Travel between centers (Willmar and Spicer).
- Occasionally to run errands.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Associate degree in business or related field.
- At least two years of business operations or administrative experience.

### **ADDITIONAL REQUIRED QUALIFICATIONS**

- Compliance with all Safe Environment procedures and training requirements.
- Successfully complete standard background check and sexual misconduct check.

### **EEO STATEMENT**

Loving Arms Child Care Center is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. Loving Arms Child Care Center is committed to equal employment opportunities for all employees and providing a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, national origin, religion, creed, familial status, marital status, sex, sexual orientation, age, disability, veteran status, status with regard to public assistance, membership or activity in a human rights commission, or any other status protected by the laws or regulations in the locations where we operate. Loving Arms Child Care Center will not tolerate discrimination or harassment based on any protected characteristics.

### **AT-WILL POLICY**

Employment is on an at-will basis, which means that employment may be terminated by you or by Loving Arms Child Care Center at any time, with or without cause, and with or without prior notice, warning, or disciplinary action.

### **APPLICANT:**

I have reviewed this position description and understand the job requirements and am able to perform the duties of this position.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**EMPLOYEE:**

I have reviewed this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my position description may change.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**SUPERVISOR:**

I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this job.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**Hire Date:** \_\_\_\_\_