



Title of Position	<i>Student Ministries Administrative Coordinator</i>
--------------------------	--

Administrative Oversight: Learning Center & Youth Directors

Title: Student Ministries Administrative Coordinator

Time: 40 hours per week

Meeting Attendance:

- ODF quarterly chapel service
- ODM monthly staff meeting
- Church attendance
- SM quarterly meetings
- Monthly meetings with SM Directors

Responsibilities:

- Setup and maintain computerized system for Learning Center record keeping (staff & students)
- Assist Youth Director with parent communication and administrative tasks
- Manage and monitor Procure system and Time Clock for staff and students
- Assist Director with State Licensing reports and requirements
- Provide assistance in Learning Center as needed to meet adult/student ratios
- Adaptable and willing to assist with additional tasks in Learning Center as required

FINANCIAL

- Maintain and do billing for parent fees
- Maintain and do billing for CCAP
- Maintain and do billing for Denver Preschool Program
- Oversee food program paperwork and do food program billing
- Coordinate with ODM Business Office in order to maintain income budget

FILES

- Maintain staff files, communicate missing or outdated items
- Maintain student files, communicate missing or outdated items
- Maintain attendance records
- Do an annual file audit
- Process and setup new enrollment files
- Dispose of staff and student files per licensing regulations

MINISTRY REPORTS & ANNUAL REPORTS

- Communicate with coordinating staff and compile stats for monthly ministry reports
- Compile stats and reports for annual report

COMMUNICATIONS

- Parent communications (in person, email or phone)
- Answer Learning Center phones
- Communication with directors regarding admin concerns

Qualifications:

- Knowledge of Microsoft Office preferred
- Good written and verbal communication skills
- Office experience preferred
- Adaptable to licensing and billing rule changes

Intangibles:

- Lead in being a heartfelt team member of the Open Door Ministries staff
- Show evidence of a daily walk with Christ
- Show respect for the leadership and members of Open Door Fellowship
- Cover those in your area of leadership with prayer