

Job Description – Davidson United Methodist Church

Title: Administrative Coordinator, DUMC Preschool	FLSA Status: Hourly, Non-Exempt	Employment Status: Part Time
Reports to: DUMC Preschool Director	Department: Next Generation Ministries	Supervisory Responsibilities: None
Date Created/Last Evaluated: 10/25/2023		

Position Summary: The Administrative Coordinator, DUMC Preschool, provides administrative assistance and support to the DUMC Preschool and Next Generation Ministries.

Qualifications Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- High School Diploma or GED
- Minimum of 3 years’ experience in a support role

Knowledge, Skills and Abilities:

- Thorough knowledge and understanding of all office equipment and systems
- Must be proficient in MS Office products
- Excellent data entry skills
- Intermediate skills in database management
- Excellent verbal and written communication skills
- Be respectful of United Methodist tradition and practices, practicing Christian preferred
- Passion for ministry of all ages, especially young children and their families
- Emotionally mature and ability to lead by example
- Able to work independently, sometimes without direct supervision
- Able to collaborate with diverse individuals in an office setting
- Ability to multi-task and step into classrooms as needed

Essential Functions:

- Maintain accurate and up-to-date information within the preschool databases including address, contact information, important dates, medical alerts, etc.
- Maintain records for preschool
- Maintain and monitor communication tools that are internal to coworkers and external to families
- Prepare expense reports and reimbursement requests for preschool staff and provide additional support for finance as needed

- Assist preschool staff with calendaring, room scheduling, and childcare scheduling preschool programs and events
- Maintain supplies for preschool staff and handle requests for new items as needed
- Promote Next Generation and Preschool events via various media
- Attend special events as needed
- Assume classroom duties as needed

Physical Demands:

- Ability to bend down to a child's level.
- Prolonged standing and moving around a classroom, hallways and play areas
- Periods of sitting at a desk and working on a computer
- Periods of walking and moving around the DUMC campus as needed
- Ability to lift 25 lbs.

The above statements are intended to describe the general nature and level of work performed by individuals in this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of the position. All employees may have other duties assigned at any time.