
HOMES FOR CHILDREN – ADMINISTRATIVE ASSISTANT

Position Assignment

Title: Homes for Children – Administrative Assistant

Organizational Unit: Homes for Children

Recruited by: Boothe Campus Director and Director of Social Services

Approved by: Vice President of Campus Ministries

Working Relationships

Reports to: Boothe Campus Director

Staff Team: Vice President of Campus Ministries, Boothe Campus Director, Director of Social Services, Student Ministries Coordinator and all Homes for Children staff

Basic Functions

The Administrative Assistant plays an important role in the Homes for Children program of South Texas Children's Home Ministries (STCH Ministries). Provides support services to the Vice President of Campus Ministries, Boothe Campus Director, Director of Social Services and Student Ministries Coordinator. Assists other Homes for Children and STCH Ministries staff members and students as needed to enhance the overall ministry program of STCH Ministries.

Basic Responsibilities

1. To provide direct support to the Vice President of Campus Ministries, Boothe Campus Director, Director of Social Services, Student Ministries Coordinator and Sponsor Director.
2. To act as receptionist at Homes for Children - Piper Children's Center.
3. To assist with the distribution and processing of campus mail.
4. To maintain Personnel Records for Piper Children's Center and Boothe Campus childcare employees.
5. To maintain inventory of office supplies and postage stamps, and order supplies as necessary within budget.
6. To distribute allowances for admission fees for games.

Position Description

South Texas Children's Home Ministries



7. To manage campus vehicle keys and keep record of the In and Out key log.
8. To perform MWF backups of the computer server and assist with the digital data storage of student records.
9. To maintain STCH Ministries Student Scholarship records.
10. To maintain files and submit online requirements for DFPS licensing/contract regulations, including background checks.
11. To maintain Social Services files.
12. To provide assist with the STCH Ministries vocational training program.
13. To assist with Fire and Emergency disaster drills quarterly.
14. To assist Boothe Campus Director with days off and runs scheduling.
15. To perform all other duties as assigned.

***A standard 40 hour work week is normal; however, flexible hours and overtime may occur.*

I, the employee, have read, understand, and agree with the position description for Homes for Children – Administrative Assistant.

Employee Signature

Date

Employee Supervisor Signature

Date