

**Richland County First Steps
Position Description**



Job Title: Program Support
Strategy: ExCEL (Excellence in Care and Early Learning) and Family Strengthening (FS)
Reports to: Director of Care and Early Learning and Family Strengthening Director
Salary Range: \$15 – \$18/hour
Work Schedule: 40 hours a week, Monday – Friday; time split between programs
Exempt: No **Full-time:** Yes
Qualified for Benefits: Yes

Job Summary

Provide a full range of program support services to the Director of Care and Early Learning and the Family Strengthening Director. Time each week will be divided between these directors; consistent communication with each will be necessary. Duties may include data entry and confirmation for both programs, confirming data with program staff, prepare correspondence, generate reports, and perform other clerical duties. Prepare and process various forms including those related to accounts payable (contracts, invoices, payment authorizations) and physical inventory. Coordinate the childcare trainings for the ExCEL program. Assist in the coordination of special events, trainings, program participants, and staff meetings. Assist with the coordination of outside training including conference registration, travel arrangements and more.

Essential Functions

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

- Provide program support to the Directors of ExCEL and Family Strengthening. Support will require attention to detail and good writing skills, including proper grammar and punctuation.
- Coordinate the childcare trainings and documentation through SC Endeavors for all ExCEL trainings.
- Provide all required paperwork and documentation in an accurate and timely manner.
- Input accurate and complete data into proper databases and ensure ExCEL and FS staff data is complete and accurate in their respective data systems.
- Maintain accurate inventory for materials related to each program.
- Local travel for errands will be required to order and pick up supply requests. Mileage reimbursement is provided.

Other Duties

- Treat First Steps participants, community members and fellow staff with positive regard.
- Understand and follow Head Start Program Performance Standards, Parents as Teachers standards, SC Endeavors, and First Steps Program Standards, as related to ExCEL or Family Strengthening.
- Work with program staff to maintain high standards of program standards related to data and reports.

- Represent ExCEL to the child care community while planning trainings with ExCEL staff, coordinating trainings with SC Endeavors, registering participants, planning training events and following up with training documentation.
- Input all training documentation into the SCFS data system and report as required by SCFS.
- Assist the ExCEL Director with the RFS Training Plan that is due each year.
- Assist the FS Director with PAT and EHS required reports particularly related to data.
- Assist in coordination of activities for families and/or child care centers in either program.
- Participate in regular staff meetings, staff training programs, personal professional development, and accept the responsibility for aiding the development of positive team relationships as requested.
- Meet with each supervisor at least weekly to review duties, responsibilities, and workload.
- Take the initiative to strive to solve problems and be proactive with work that needs to be done.
- Additional duties assigned by the Director of ExCEL and Family Strengthening.

Minimum Requirements

- Associates or bachelor's degree in related field with at least 2 years of related (administrative) experience.
- Working knowledge of office equipment (copier/scanner/fax/computer) is necessary. Must be able to comfortably work within Microsoft Office software (Word, Excel, PowerPoint, etc.).
- Good documentation skills.
- Excellent written and verbal communication skills.
- Ability to prioritize and execute tasks.
- Ability to work independently with strong sense of being focused, task-oriented, and nonjudgmental.
- Ability to work with a multidisciplinary team.
- A strong sense of and respect for confidentiality involving both clients and fellow employees.
- Ability to legally operate a motor vehicle and have reliable transportation.
- Ability to pass/maintain annual background checks including SLED and DSS (includes Sexual Registry).

Essential Mental Functions

- Ability to prioritize tasks and maintain boundaries.
- Ability to organize and present correct information and answer questions effectively.
- Effective listening and observation skills

Essential Physical Functions

- Ability to lift 40 pounds.
- Must be able to regularly kneel, bend, and sit on the floor to attend to program and event set up.

Equipment/Databases Used

- Equipment: Computer, Printer, Copier/Scanner, Fax, modem, router.
- Database(s): ChildPlus*, Sentric*, ASQ*, First Steps database*, Penelope* (*Program specific, will train)