

## Evening Program Assistant

### SUMMARY:

Evening program assistant will be in charge of all administration interaction between families, volunteers and the *danceability* office during class hours. Evening office duties, including, but not limited to answering phones, accepting tuition & communicating with families

Essential Duties and Responsibilities: (Other duties may be assigned as needed.)

- Work 12-14 hours per week
- Answering Phones; Emails, GroupMes
- Assisting Families/Caregivers/ Staff w/ Program Questions; i.e. Tuition, Calendar, etc.
- Receiving and requesting essential student paperwork
- Orienting New Volunteers
- Assisting Current Volunteers
- Accepting tuition payments
- Promoting Events & Fundraisers
- Managing Performance Related Sales
- Assisting teaching staff as necessary
- Nightly space preparation and clean-up (stock bathroom and waiting room supplies)
- Maintain an organized space and office system
- Report directly to executive director and communicate with office manager
- Ability to move intermittently throughout the work day, inclusive of sitting, standing and bending, pushing, pulling, or moving objects or students

Professionalism:

- Demonstrate appropriate communication skills, both verbal and written
- Exhibit reasonably regular and predictable attendance and punctuality
- Demonstrate interest in, proficient understanding of, dedication to and support for the agency mission, values and philosophy

Qualifications:

- Currently pursuing or possess a program certificate or associate degree in one of the following: business administration, office computer applications, office assistant or office management or other related business field or relevant experience.
- Must have some experience working with children and/ or adults with special needs
- Early evening hours Monday-Thursday 4:00-8:00
- Must be able to work independently and with limited supervision once probationary period has concluded.

Interested individuals may apply by emailing their resume and cover letter to [danceabilitywny@gmail.com](mailto:danceabilitywny@gmail.com) ASAP