

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Work Scholar job title: Office Assistant

Describe the duties of this position.

- *Compile data for our federal food program
- *Update child files
- *Prep items for Lead Teachers use in classrooms
- *Basic office tasks such as answering phones, taking messages and filing.
- *Prep and plan bulletin boards
- *Create flyers or forms to communicate with families
- *Create flyers for advertising

With experience, the Work Scholar will be encouraged to take on projects such as planning holiday activities for KinderCollege and assisting in the research/design for summer camps.

List the learning opportunities for this position.

A Work Scholar will have the opportunity to learn how a child care business runs as well as some of the day to day happenings in child care. They will be able to assist the Lead Teacher in some of the classroom preparations and develop communications that will be sent to parents. We participate in a federal food program that requires daily meal counts and compilations of that data for an end of the month submission so our Work Scholar will also have a chance to learn more about this program as well as other programs that we work with as a child care center.

What qualifications are required for this position?

Experience in a child care setting is a plus but not required. The applicant should be punctual and organized. This is a great position for an Early Childhood student or someone wanting to open a child care business.

What skills are required for this position?

The applicant should have some basic office skills such as filing, answering phones, data compilation and marketing.

Adapted with permission from Lewis-Clark Service Corps AmeriCorps and Berea College.