

# Administrative Coordinator - CCSA

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs administrative and facility support tasks by assisting the Director in operational phases of the non-profit agency as apparent or assigned. Work is performed under the moderate supervision of the Chestnut Creek School of the Arts Executive Director or their designee.

## Qualification Requirements

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

## Essential Functions

Sales and Consignment:

- Provide technical expertise and oversee the programming and operation of the cash register system
- Ensure front desk supplies are maintained such as tick sheets, register envelopes for all studios, and needed operational forms.
- Oversee the retail sales operations including pricing and labeling
- Maintain communication log and emails to keep staff and volunteers updated with all important information and upcoming events.
- Oversee processing of consignment items (in conjunction with Retail Committee) including, but not limited to, pricing, labeling and inventory sheets.
- Be the point person for consignment artist if in building and artist has a need
- Schedule and work with volunteers to do inventory checks on inhouse merchandise.
- Participate as part of retail committee, including minute taking and distributing to members

Volunteers: Co/shared responsibilities with Program Coordinator

- Recruit, interview, orient, and train volunteer for various areas of the school. Work with wood and pottery to make sure volunteer paperwork is up to date.
- Maintain the volunteer staff data base to include phone numbers, emails and likes/dislikes to date, strengths and experiences.
- Schedule volunteers and manage the calendar to ensure daily coverage of front desk, and other strategic points throughout the school.
- Coordinate volunteers for special events and other school events
- Co-coordinate with other staff member a training/reward program for volunteers.
- Be point of contact for community service program and Zeke Morton
- Developing a weekly/daily checklist for any city janitorial folks coming in to do priority for the day. Using front desk staff as the point of contact for all volunteers and community service folks to obtain tasks
- Develop relationship with outside janitorial company to perform semiannual cleanings.

Programming:

- Provide administrative assistance to Programming making sure class folders are ready to use, and adding classes to all necessary places once a class is in place.
- Making sure class folders are ready with labels by the day of the class. Getting paperwork to offsite campuses
- Days in making sure all paperwork is updated including registrations, rosters, sawyer, filing so forth
- Be able to facilitate a class in the absence of Program Manager

General Assistance:

- Assist in setting up classrooms, special exhibits, lobby for special events as needed

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- Perform monthly safety check of main building
- Keep how to books up to date.
- Learn register reconciliation, deposits and how to issue checks including consignment.
- Provide coverage for school two Saturday's a month, work special events as needed.

### Knowledge, Skills and Abilities

Customer Service experience and working with public essential. Some knowledge of facility rules and regulations; general knowledge of first aid practices; general knowledge of accepted principles of non-profit accounting a plus; general knowledge of Microsoft Office programs and Quick Books accounting software a plus; ability to maintain order in a public facility; ability to adhere to program standards and objectives outlined by superiors; ability to resolve disputes with firmness and impartiality; ability to establish and maintain effective working relationships with participants, associates, volunteers, and the general public.

### Education and Experience

High school diploma or GED required. College degree is preferred. Non-profit experience in bookkeeping is preferred. Experience in recruitment and management of volunteers is preferred.

### Physical Requirements

This work requires the occasional exertion of up to 40 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, walking and using hands to finger, handle or feel and occasionally requires reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and/or supervising activities; work has limited exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

Possession of First Aid and CPR certifications  
Possession of an appropriate driver's license valid in the Commonwealth of Virginia  
Required clearance of State Police, CPS, and FBI Background checks