



**Job Title:** Office Assistant

**Reports to:** Office Manager

**Work Schedule:** Mon-Fri; on-campus 5.5 hours per day, to be scheduled by Manager.

The following are exceptions to the above work schedule. There will be no scheduled work during the following times:

- Thanksgiving Break
- Christmas Break
- President's Break
- Easter Break

In addition to the dates above, the employee will not have any scheduled work during the summer break unless mutually agreed upon in writing by the employee and Head of School.

**Pay Range:** \$24.00 - \$26.00/hour

**Position Summary:** Assist day-to-day operations of the school office. Answer phones and greet all in-person guests; help students, parents, teachers, and staff as needed, assist with communications, and provide additional help with school-wide activities and events for the VCA administrative team.

**Key Responsibilities:**

- Embody the culture of Venture Christian Academy and create environment of warmth, positivity, and kindness that reflect that culture in the school office.
- Answer phones and assist students and families with a wide array of logistics with warmth and professionalism.
- Assist visitor check in/check out processes through School Pass.
- Assist with food services, monitor students during breaks as needed.
- Assist with basic first aid, sick students, and assist office manager as needed to dispense documented medications to students.
- Assist with general clerical functions (e.g. copying, faxing, mailings, etc.).
- Assist faculty, and outside vendors in appropriate school functions (e.g. directions around the building, etc.).
- Attend and participate in functions as outlined in the employment agreement or as requested by the Head of School.
- Assist additional assignments or projects as requested by the office manager.
- The above summary represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks as needed to support the ministry of Venture Christian Academy.

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***Education, Skills, Experience, and Attributes:***

- High School Diploma/GED; College degree preferred or equivalent experience.
- Ability to work with adults, children, and embody the VCA Culture.
- Strong interpersonal skills.
- Ability to operate basic office equipment and office machines.
- Proficient in all school-related data and software systems.

***Additional Expectations:***

- Has received Jesus Christ as his/her personal Lord and Savior.
- Agrees with and will abide by the Venture Christian Church Statement of Faith/What We Believe, Standards of Conduct, and Lifestyle Agreement.
- Is a member in good standing with Venture Christian Church or at a local, evangelical church that has a Statement of Faith in agreement with Venture Christian Church's Statement of Faith/What We Believe.
- Maintain confidentiality with sensitive information (parent information, finances, discipline issues, etc.)

***Physical Demands:***

- Walk, stretch, stand sit, lift up to 30 lbs.
- Able to see, speak, and hear on a regular basis.
- Able to climb stairs; stand for extended periods of time.
- Supervise students inside and outside of the building.
- Summon help when an emergency arises on campus and assume responsibilities within an incident command structure.