

Organization: **Youth & Family Services (YFS)**

Department: **Rapid City Head Start (RCHS)**

Position: **Program Assistant Lead**

Status: **Full-Time**

Reports to: **Rapid City Head Start Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees in a full-time status are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: High School diploma or GED required. Some college education preferred. Ability to work with people of all socioeconomic and cultural backgrounds. Must meet Head Start Program Performance Standards. Strong computer skills. Current liability insurance and a valid driver's license desirable. Ability to maintain confidentiality. Good team work and networking skills.

Essential Functions:

- Answer multi-line phone system in a professional and friendly manner, record, and distribute messages accurately and efficiently.
- Greet public and assist individuals in an efficient and professional manner. Monitor traffic flow in and out of building to ensure safety of clients, visitors and staff.
- Monitor and maintain facility maintenance needs, program office equipment and transportation equipment. Handle problems as directed. Report unusual or significant needs to Program Director. Maintain required records.
- Provide assistance to the Program Director, Coordinators, and other program staff as needed.
- Provide supervision and assistance to the Program Assistant/Dispatcher.
- Operate standard office equipment such as computers, printers, copiers, fax machines, and other common equipment to an office environment. Maintain and order program office supplies.
- Provide computer technical assistance as requested. Act as main contact for IT Department.
- Maintain a functional system for family and program records and produce appropriate reports as requested.
- Assist RCHS staff with computer related issues and report problems to the IT department.
- Assist RCHS staff with letters, flyers and other productions when necessary.
- Track purchase orders through the finance office and track receipt of merchandise and services.
- Purchase and maintain an inventory of program supplies and equipment for all HBHS sites.
- Monitor and record In-kind (grant match donations) and produce necessary computer records and reports.
- Monitor the petty cash account for the program.
- Monitor the use of and maintenance of office equipment.
- Provide and update monthly program calendar and produce regular program newsletters.
- Maintain confidentiality as it relates to information about children, families, and other staff members.
- Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services.

Additional Functions: Assist the Rapid City Prenatal to Five Head Start staff in maintaining resource and equipment libraries through purchasing and tracking the use of materials. Attend staff meetings, take minutes and post on computer network. Provide computer technical assistance for staff and participants. Receive visitors and callers in a friendly manner, determine their interest, and provide the information needed or direct them to the best possible resource when necessary. Acquire resources for media releases when necessary. Be aware of and follow agency policies, procedures & guidelines. Update the YFS Policies & Procedures Manuals as requested by Personnel Dept. or Program Director. Perform additional duties as assigned by supervisor. Promote and support all YFS programs and services. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Follow all requirements mandated by Department of Social Services, Fire Marshall, Department of Transportation, and Health Department. Attend all staff meetings and trainings as requested by supervisor.

Environmental Functions: Ability to lift up to 25 lbs. Perform duties in a controlled office environment and remotely. Work schedule may vary dependent upon program needs.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!