

THE CENTER FOR INDIVIDUALS WITH PHYSICAL CHALLENGES POSITION DESCRIPTION

POSITION: Program Assistant

MINIMUM REQUIREMENTS:

- High school diploma or GED
- Basic computer knowledge used in office settings (MS Office, Outlook, Word and Excel)

PREFERRED REQUIREMENTS:

- Associate's Degree
- Experience managing front desk receptionist functions in a professional, courteous manner
- Advanced computer knowledge in programs referenced above, including database experience.
- Bilingual
- Proficient in American Sign Language
- CPR/First Aid/AED trained

JOB CLASSIFICATION: Non-Exempt

REPORTS TO: Director of Member Services

GENERAL PURPOSE: To ensure Members and guests of The Center are greeted pleasantly and appropriately and that they are directed to those individuals and/or program areas appropriate to their needs; to ensure adequate and appropriate supervision of the facility and those present; to support the Program Directors and their staff in performing various clerical and administrative functions.

ESSENTIAL JOB FUNCTIONS:

1. Receive telephone calls, transfer and relay messages as needed.
2. Assist guests and Members with questions and direct to appropriate staff.
3. Process Member enrollment and collect appropriate fees.
4. Update Member database, including enrollment and attendance in classes and enter outcomes measurement information into appropriate databases.
5. Operate standard office equipment: computer, printer/copier, and intercom system and monitor office supply inventory.
6. Serve as back-up to monitor security cameras as needed.
7. Follow assigned standard operating and emergency procedures.
8. Perform word processing, data entry, proofreading, assist with mailings, and other clerical duties in support of the Program Directors and their staff.
9. Maintain programs and classes on facility calendar.
10. Assist in the processing of monthly membership ACH transactions.
11. Monitor and oversee a variety of program areas, including but not limited to: outdoor classroom, walking track, gymnasium, and member lobby (specifically, including the arrival and departure of summer camp and after-school programming youth participants).
12. Assist coworkers when needed with Member transfers.
13. Be able to appropriately respond in a timely manner to assist in Member or other emergencies.
14. Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Move & lift of a minimum of 30 lbs, including wheelchairs and other programming supplies.
- Maneuver equipment ranging from 150-250 lbs. over 600 meters.
- Be able to hold kneeling & squatting position at floor for at least 3 minutes.
- Demonstrate stamina to tolerate an 8-hour day of active involvement & extended hours (evenings and weekends) as needed.

- In order to adequately respond to Member and other emergencies, travel at a pace of 200 feet in 90 seconds or less.
- Bend at waist when sitting/standing to touch toes.
- Be able to physically assist coworkers when needed for transfers, getting up from floor or sitting position, and with mobility (walking, wheelchair, or visual).

We are looking for someone who is a team-player and interested in being a part of our growing organization. Must be highly organized, a self-starter, able to handle multiple project and meet deadlines. A sensitivity and willingness to work with our physically challenged client population is a must. Willingness and interest in new projects appreciated!

ADDITIONAL INFORMATION: This is an hourly position with rate of pay based on skills, experience and education. Initially, this position will be 25-28 hours per week (schedule to be determined upon hiring. Please send resumes to Vickie at vholler@tulsacenter.org