



ASSOCIATION FOR CHILD DEVELOPMENT

Job Title:	Center Operations Assistant	Position Type:	Part-Time
Department/Group:	Monitoring	Job Status:	Non-Exempt
Location:	Hillside IL	Expected Hours:	8:00 a.m. – 4:30 p.m. Days Varies
Reports to:	Center Operations Manager	Travel Required:	None
Level/Grade:	Non-Manager	Date last reviewed:	June 2022
Summary/Objective:			
<p>Assist the Center Operations Manager with all tasks related to achieving compliance in monitoring the Centers enrolled in the Child and Adult Care Food Program (CACFP) under The Association for Child Development’s (ACD) sponsorship. Responsible for a professional level of communication between the ACD office, Child Care staff, and other external sources. Generates reports as needed to confirm the status of enrolled children. Supports IL. Center staff and supplies necessary resources to ensure professional service to Center Directors under ACD sponsorship.</p>			
Essential Functions:			
<ul style="list-style-type: none"> • Categorize Household Income Eligibility Application (HEA) for children enrolled in Centers. • Enter child enrollment and HEA for Centers in Minute Menu CX. • Maintain other documentation and other tasks as deemed necessary by the Center Operations Manager, including generating and reviewing data related to enrollment, monitoring status, and Centers. • Review and enter all supporting claim documentation for centers for processing. • Reviews areas of concern with the Center Operations Manager. • Works on special projects for the Center Operations Manager and/or other management staff, as directed 			
Competencies:			
<ul style="list-style-type: none"> • Adaptability • Attention to detail and accuracy • Communication skills – written and verbal • Customer service orientation • Data collection and entry • Initiative • Interpersonal skills • Listening skills • Problem analysis and problem-solving • Stress tolerance • Time management skills • Planning skills 			
Requirements:			
<ul style="list-style-type: none"> • High School Diploma or General Equivalency Diploma (GED) required; Associates degree preferred. • Intermediate to advanced video technology communication knowledge (i.e. Facetime-Google Meet – Zoom). 			

