



*Strengthening Community, One Person, One Family at a Time*

## **JOB DESCRIPTION**

**Title:** TAP Clerical Support  
**Supervisor:** TAP Lead  
**Work Hours:** 27.5 hours/week  
(M-F 12:00pm – 6:00pm)

**FLSA:** Non-Exempt  
**Classification:** Part-Time  
**Pay Rate:** \$18.00/hr

### **Summary**

Under the direct supervision of the TAP Lead, the Teenage After-School Program (TAP) Clerical Support provides administrative assistance to the TAP Lead and ensures smooth program operations. This role involves coordinating program activities, managing communications, and handling various clerical tasks to support the effective delivery of the Teenage After-School Program. The TAP Clerical Support plays a key role in maintaining organization and facilitating communication with parents, stakeholders, and program participants.

### **Job Duties**

- Provide general administrative assistance, including data entry, filing, and managing program documentation.
- Assist in scheduling and organizing program activities, events, and meetings.
- Coordinate logistics for special events and maintain up-to-date program calendars.
- Serve as the primary point of contact for communication with parents, guardians, and stakeholders.
- Handle inquiries, distribute information, and manage correspondence related to the TAP program.
- Maintain accurate records of program activities, participant information, and attendance.
- Ensure that all documentation is organized and easily accessible.
- Assist the TAP Lead with various tasks, including preparing reports, tracking program progress, and coordinating staff schedules.
- Collect and input data related to program performance, participant feedback, and other relevant metrics.
- Assist in generating reports and summaries as needed.
- Manage and order office supplies, instructional materials, and other resources required for the program.
- Ensure that materials are available and in good condition.
- Ensure that all administrative practices comply with relevant regulations and guidelines, including those set by the NYS Office of Children and Family Services (OCFS).
- Work collaboratively with TAP staff and other team members to support program objectives and contribute to a positive work environment.
- Perform other duties as assigned by supervisor.

### **Additional Requirements**

- Complete any training mandated by the New York State (NYS) Office of Children and Family Services (OCFS).
- Work flexible hours as needed to support program activities and events.

### **Knowledge, Skill and Abilities**

- Strong organizational and multitasking skills with the ability to manage administrative tasks efficiently.
- Excellent verbal and written communication skills, with a professional and courteous demeanor.
- Proficient in MS Word applications such as Outlook, Microsoft Word, Excel, etc.
- Attention to detail and accuracy in handling data and maintaining records.
- Possesses discretion and professionalism in the handling of confidential information.

### **Physical Elements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing, running.
- Must be able to perform light work exerting up to 15 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to read documents and complete data entry tasks.

### **Qualifications**

- ***Preferred:*** Associate Degree or relevant certification in Office Administration or related field with a minimum of two (2) years of experience in an administrative support role, preferably within an educational or youth services setting.
- ***Required:*** High School Diploma or GED with a minimum of two (2) years of experience in an administrative support role, preferably within an educational or youth services setting.
- Must be cleared through fingerprinting, an employee criminal history review, and the NY State Central Registry.
- Familiarity with child and youth development programs is advantageous, but not required.



*I can, with or without reasonable accommodation(s), perform the essential functions of this position:*

*Employee Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Supervisor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.** Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency's current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

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