

## **FIRST BAPTIST CHURCH OF MONT BELVIEU**

### **MDO ASSISTANT- JOB DESCRIPTION**

**DEPARTMENT:** First Mother's Day Out

**JOB TITLE:** Director's Assistant

**REPORTS TO:** MDO Director

**CLASSIFICATION:** 12 Hours Weekly/Tuesdays & Thursdays 8:30am-2:30pm

**PURPOSE:** The Director's Assistant has a variety of office responsibilities, including managing staff, working with parents and interacting with children.

#### **QUALIFICATIONS:**

1. Be at least 18 years of age
2. Have a high school diploma or equivalent
3. Must be in good health, able to bend, stoop, lift, and physically take care of children
4. Demonstrate a basic love for children
5. Organized, detail-oriented, trustworthy and responsible
6. Be certified in CPR and First Aid before the first day of school or within three months of hire date

#### **RESPONSIBILITIES:**

1. Assist director in all aspects of daily operations of the MDO program including but not limited to:
  - a. Curriculum development
  - b. Restock supplies, notify the Director of items to order
  - c. Confirm that all classrooms have a weekly lesson plan and sign off on them
  - d. Office support projects such as making copies and laminating
  - e. Run errands
2. Manage distribution of supplies
3. Provides back-up in classrooms as necessary. May be asked to substitute teach when an alternate substitute is unavailable.
4. Attend staff training and meetings, as requested

**INQUIRIES AND RESUMES MAY BE SENT TO [MDODirector@yourfirstbaptist.com](mailto:MDODirector@yourfirstbaptist.com)**