

Wednesday, June 26, 2024

Administrative and Operations Associate

Company: Discovery Programs

Location: New York, NY

Compensation: \$22 per hour, different rate for Sunday events

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Discovery Programs, an early childhood, camp and after school arts enrichment program on the UWS is hiring an Administrative and Operations Associate. The Associate will monitor the arrival and dismissal of students and their families, communicate verbally and via email with parents and caregivers regarding the program and policies, promote classes and take registration over the phone, in person and over email, update attendance and rosters, process paperwork and perform data entry, supervise children in the lobby and bathrooms, maintain safety of children and the space, interact directly with children and their families, take photos and videos for social media, and complete other administrative duties as needed. The Associate will also be responsible for coordinating birthday parties which will require some Sunday hours. The Associate must also help set up and break down equipment.

Applicants should have a bachelor's degree and proven experience of working in an arts, sports, and/or office environment. Applicants should have comfortability working with children of all ages and have strong verbal and written communications skills. Skills in Word, Google Docs, Sheets and overall Drive a plus.

Summer Hours:

Mon 10:00-5:15

Tues 10:00-5:15

Wed 10:00- 5:15

Thu 11:00-6:15

School Year Hours:

Mon 2:00-8:15

Tues 2:00-8:15

Wed 2:00-7:45

Thur 2:00-8:15

Fri 2:00-6:30

Sunday hours as necessary.

Pay rate: \$22 per hour. Sunday events paid at a different event rate.

Applicants should send a cover letter and resume to katie.discovery@gmail.com.

Discovery Programs

251 West 100th

New York, NY, 10025

212-749-8717

www.discoveryprograms.com

For more information:

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