

Job Description of Club Secretary- Little Nest Club

Position Overview:

The Secretary of the Little Nest Club plays a vital role in ensuring smooth administrative operations and supporting the Head of Programming in managing age-appropriate extracurricular activities for children aged 6 months to 8 years. This role requires excellent organization, communication, and multitasking skills to coordinate daily activities, manage parent inquiries, assist with event planning, and maintain accurate records.

Key Responsibilities:

1. Administrative Support & Organization:

- Assist the Head of Programming in all communication with parents and other parties.
- Ensure all activity materials, equipment, and supplies are prepared and available for use.
- Manage the ordering of resources for faculty on a daily basis, maintaining petty cash and records.
- Handle email correspondence, phone calls, and inquiries from parents, staff, and vendors.
- Take minutes during meetings and circulate them to all relevant stakeholders.
- Keep track of meeting deadlines, appointments, and schedules for all events and programs.

2. Parent & Member Coordination:

- Assist in registering new members, collecting necessary documents, and maintaining membership records.
- Distribute newsletters, announcements, and updates about upcoming activities and programs.
- Address and escalate any parent concerns or feedback to the Head of Programming.

3. Event & Activity Coordination:

- Coordinate logistics for activities such as instructor schedules, venue setup, and event materials.
- Assist in preparing agendas and minutes for club meetings.
- Ensure all activities are executed smoothly by providing administrative support during events.

4. General Office & Staff Support:

- Maintain organized digital and physical files related to club activities and administration.
- Assist the Head of Programming with budget tracking, invoices, and supply procurement.
- Ensure the club's policies and safety protocols are followed, and assist in compliance documentation.
- Maintain and provide necessary inputs to Head of Programming for weekly reports for the club.

Qualifications:

- Proven experience as a secretary or administrative assistant, preferably in an educational or extracurricular setting.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in office software (e.g., MS Office, Google Suite) and general office equipment.
- A proactive approach to problem-solving and multitasking.

Education:

- A bachelor's degree in Business Administration, Education, or a related field is preferred.

Experience:

- Previous experience in a secretarial or administrative role, particularly in an educational or extracurricular environment, is highly desirable.