



# ADVANCEMENT

## To Apply

**Posted:** April 15, 2024

**Position Title:** Admissions and Volunteer Coordinator

**Job Type:** Full Time/ Benefit Eligible

**Start Date:** 2024-2025 school year

**School:** GCCS District Office

**Location:** Medford, OR 97504

**School Website:** [www.gracechristian.org](http://www.gracechristian.org)

**Contact Person:** Kaylene Brown, Human Resources

**Contact Phone:** (541) 608-1315

**Contact Email:** [kbrown@gracechristian.org](mailto:kbrown@gracechristian.org)

**Apply online:** [www.gracechristian.org/about-us/employment](http://www.gracechristian.org/about-us/employment)

## Job Description

**Title:** Admissions and Volunteer Assistant

**Status:** Non-Exempt Employee/Classified Hourly

**Reports to:** Advancement Director

**General Description:** The Admissions and Volunteer Assistant facilitates the district volunteer program and assists the Advancement Director with the student admissions process.

### QUALIFICATIONS:

#### Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Supports schools, mission, vision and core values.

#### Knowledge and Experience

- Must be able to communicate well with students, staff, and parents.
- Exhibits strong writing and editing skills.
- Consistently exhibits a positive attitude toward life and toward people.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation to students, parents and the community.
- Works successfully with staff and families.
- Listens to others without interrupting; keeps emotions under control.

- Maintains confidentiality.
- Welcomes counsel and constructive critique.
- Ability to interact appropriately in potentially volatile situations.

## **ESSENTIAL FUNCTIONS**

### **Spiritual Leadership**

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration and staff.

### **Position Responsibilities**

- Schedules and conducts tours and shadow days for students.
- Creates and maintains promotional flyers and informational packets for tours and inquiries.
- Creates correspondence and communications for potential families, Advancement Department events, and school volunteers.
- Responds to inquiry phone calls and emails regarding volunteering and student enrollment for proper correspondence and information tracking.
- Maintains records for current enrollment figures, enrollment waiting pool, and student application process.
- Creates files for potential students and assists with account set up, email verification, application, and all documentation needed.
- Review applications and all supporting documents for all applicants and requesting more documentation as needed.
- Send requests for unofficial student records to each applicant's previous school.
- Facilitate MAPS placement testing for all incoming high school, middle school, and homeschool students prior to interview.
- Provide a summary of communication with the applicant to the school principal for review before interview.
- Communicate with student services department regarding student accommodations or needed accommodations.
- Communicates information to applicants regarding the tuition assistance program, deadlines, and application instructions.
- Follows up with principals after interviews, creating academic and behavioral contracts, as requested, and informing families of the conditions of enrollment.
- Prepares weekly and monthly reports on admissions numbers both for the administration team and board meetings.
- Assists the Advancement Director in planning and implementation of open houses and preview days.
- Facilitates volunteer applicant process, initiates background screenings, documents results, and coordinates volunteer opportunities.

- Tracks admission numbers in a yearly summary, compares progress from year to year, and tracks retention rate.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

### **Physical Demands**

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to dial a telephone, enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Hear and understand speech at normal classroom levels outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.
- Physical agility to lift up to 25 pounds.
- Ability to bend, stoop, climb stairs and reach overhead.

***Note:** This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*