

# **SUMMER BLAST PROGRAM**

## **CORRESPONDENCE SECRETARY JOB DESCRIPTION**

- Create interview questions and evaluation form
- Participate in interviewing of potential employees.
- Review potential candidate applications
- Send rejection letters to candidates
- Send acceptance letter to candidates
- Meet with Program Coordinator to review budget and program needs
- Design Employee Handbook
- Complete Announcement, Work Request, and Building Use Forms
- Input daily attendance into Excel and print reports
- Type up weekly student attendance
- Attend all staff meetings
- Attend all parent meetings
- Distribute staff T-Shirts
- Order/Reorder T-Shirts
- Help assemble all teacher supplies into totes
- Distribute teacher supplies
- Collect Parent weekly payments and write receipts (when Lynda is not present)
- Compose and type letters to parents, including NSF letters
- Compose and type letters to staff
- Send thank you letters to speakers and donors
- Type up class schedule for teachers and students
- Type up staff roster
- Type up Discipline Policy
- Compose and type press release to radio stations
- Type up list of student allergies
- Type up labels for student file folders
- Type up letter to Outreach Committee soliciting funds
- Create and type out year-end certificates for students and donors
- Compose and type invitation letters to donors for year-end luncheon
- Design weekly newsletter to parents
- Type and revise student registration application
- Make phone calls to parents, staff, donors
- Make bus arrangements for field trips
- Make copies for staff

- Mail out correspondence to parents, staff, and donors
- Send emails to staff and donors
- Type up end of program debriefing notes
- Distribute Post Survey to parents and students
- Distribute, collect, and compile all survey forms
- Distribute, collect, and compile all Teacher Program Surveys
- Design and distribute all teacher evaluations of aides
- Compile, distribute, and collect staff end of program to do list
- Compile end of program luncheon reservations
- Present certificates and thank you to donors at end of program luncheon

### **GRANT WRITER**

Apply for grants on line:

- Amway One by One
- Scholastic Book
- Grand Rapids Community Foundation African American Heritage Grant (February/March)
- Grand Rapids Community Foundation Youth Grant (February)
- Comerica Bank