



**HEAD START OF YAMHILL COUNTY**  
 1006 NE 3<sup>RD</sup> STREET, MCMINNVILLE, OR

**POSITION DESCRIPTION**

|                                                                    |                                                         |
|--------------------------------------------------------------------|---------------------------------------------------------|
| <b>Revision Date:</b><br>April 2026                                | <b>Position Number:</b><br>HSYC-16-12-AOS               |
| <b>Position Title:</b><br>Enrollment and Administrative Specialist | <b>Pay/ Category:</b><br>\$20.79 Fulltime with Benefits |
| <b>Reports to:</b><br>Communications and Volunteer Specialist      |                                                         |
| <b>FLSA Status:</b><br>Non-Exempt                                  |                                                         |
| <b>Positions Supervised:</b><br>None                               |                                                         |

**GENERAL DESCRIPTION:**

Under general supervision, this position has the primary responsibility of participant enrollment application verification activities to ensure program requirements are implemented consistently according to agency policies and procedures. Provides general office support for the Head Start of Yamhill County administrative office.

**MINIMUM QUALIFICATIONS:**

1. Maintain confidentiality and exercise sound judgment concerning privileged information
2. Good written and oral communication.
3. Bilingual, able to speak, read and write in English and Spanish **required.**
4. Retain and apply detailed information to accurately follow multi-step administrative processes and procedures.
5. Data Entry experience.
6. Ability to exercise tact and discretion in all interactions.
7. Intermediate to advanced computer skills, including data systems, internet and e-mail
8. Able to file appropriately using alpha-numeric filing system.
9. Enthusiastic, energetic, compassionate, sensitive and respectful personality.
10. Must be a self-starter, on-time and dependable.
11. Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
12. Able to work well with multiple persons including parents, coordinators, managers, staff, vendors, contractors, and the general public.

13. Demonstrate the ability to use positive guidance techniques (PBIS) with children, families, and co-workers.
14. Demonstrate an understanding in ethical practices as listed in the NAEYC Code of Ethics
15. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children
16. Reliable transportation

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

1. High School Diploma or GED required, administrative certification preferred. 3 years' general office experience preferred.
2. Head Start, Early Head Start, family services, and/ or non-profit experience is preferred.

**COMMUNICATION SKILLS:**

1. Able to communicate effectively, positively, respectfully, sensitively and confidentially with children, families, co-workers, and the public
2. Represent the organization in a professional manner
3. Ability to read, speak, and write with proficiency in English and Spanish languages **required**
4. Ability to use various types of equipment to communicate; email, fax, telephone conversations and in-person meetings
5. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families
6. Ability to participate in effective conflict resolution practices
7. Greet the public in a respectful and pleasant manner

**CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Registration and approval to work in a childcare facility and continued enrollment with the Central Background Registry of the Oregon Child Care Division. Consisting of a Federal fingerprint background check, State background check, child abuse/neglect check and sex offender check
2. Pre-employment physical and throughout employment
3. Self-Health Appraisals throughout employment
4. Complete the Head Start 101 and Human Resources training
5. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire
6. Obtain the Recognizing and Reporting Child Abuse and Neglect Certificate within 90 days of hire
7. Obtain the Foundations for Learning within 90 days of hire.
8. Participate in a minimum of 15 clock hours of professional development, per year.

**Note:** Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.

**JOB DUTIES:**

1. Act as the public face of Head Start of Yamhill County; answering telephones and as the administrative front desk reception.
2. Provide office assistance and coverage.
3. Assist ERSEA staff with participant recruitment, selection, and eligibility processes.
4. Data entry in HS- specific databases, ensuring all is complete, accurate, and timely.
5. Create, maintain, and complete the filing for office child files.
6. Ordering, organizing, and distribution of office supplies.
7. Process incoming and outgoing mail and log incoming checks.
8. Filing, photocopying, postage machine, preparing mailings, data entry.
9. Attend staff meetings and trainings as requested.
10. All other duties as necessary.

**CONTRIBUTES TO THE TEAM EFFORT BY:**

1. Being a participant on the HSYC Admin Team.
2. Attending meetings and trainings as requested.
3. Establishing open and positive communication and interactions with all staff.
4. Openly receiving feedback from members of the Administrative Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies.
5. Must understand the importance of, and be committed to, being a team member.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to: lift up to 50 pounds with assistance
2. Periodic bending and stooping
3. Sitting for long periods of time

**MENTAL DEMANDS:**

1. Maintain a high level of mental alertness and attention to detail
2. Retain and apply detailed information to accurately follow multi-step administrative processes and procedures
3. Anticipate potential issues or crisis situations and respond effectively and calmly.
4. Exercise sound judgment with at-risk client populations
5. Manage stress well and be flexible

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Exposure to outside weather conditions
2. Driving in all conditions

3. Exposure to indoor environments
4. Exposure to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment

**CONFIDENTIALITY:**

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

**I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*