

JOB DESCRIPTION

POSITION: IWS Clerk & Students Activities Coordinator.

IWS Clerk Responsibilities:

- Handle sensitive information in a confidential manner.
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders, or optical scanners.
- Type in data provided directly from staff, volunteers, parents, or students.
- Create spreadsheets with large numbers of figures without mistakes.
- Verify data by comparing it to source documents.
- Update existing data.
- Retrieve data from the database or electronic files as requested.
- Perform regular backups to ensure data preservation.
- Sort and organize paperwork after entering data to ensure it is not lost.
- Enter names, addresses, figures, dates and other data and information into word processors, spreadsheets, and databases.
- Produce exhibits with graphics and text for presentations or agendas.
- Scan or review incoming data to verify accuracy and lack of conflicts with other reported data or information.
- Create computer folders, sub-folders, directories, and sub-directories to store files.
- Field calls from parents and other members of public.
- Provide inputs for creation of labels or invoices.
- Assists with graduation ceremonies, as required.

Student Activities Coordinator Responsibilities:

- Maintains and regularly publishes an up to date calendar of activities and events that is made readily available to the Islamic Weekend school students.
- Promotes, organizes, schedules, and supervises student recreational programs.
- Coordinates, prepares, and disseminates publications related to student activities to students, staff and the community.
- Assists in preparing and editing student flyers, posters, literature and other materials.
- Coordinates travel arrangements for students as required.
- Arrange as necessary for technical details such as police, parent chaperons, school chaperons, and custodial help.
- Coordinate as necessary for equipment and assist school administration in planning events.
- Interact in a positive manner with staff, students, and parents.
- Performs all other duties, as assigned.

The **Islamic Weekend School Clerk's** expected work week is **10 to 15** productive hours, Full day on Sundays from 8:00 to 3. Which do not included unpaid lunch breaks.