



Main Street Children's Center

Office Manager Job Description

About Main Street Children's Center

Main Street Children's Center (MSCC) is a weekday education program and ministry of Main Street Baptist Church. MSCC is committed to fulfilling God's assignment to nurture, care for, and biblically educate children.

Qualifications

- Christian who supports the mission and values of Main Street Baptist Church and MSCC
- At least 25 years of age with a high school diploma or equivalent
- At least two years of experience in a licensed childcare or early education program
- Meets all applicable Texas HHS requirements for employment in a licensed childcare center, including required background checks and fingerprinting
- Fluent in English with strong verbal and written communication skills
- Organized, dependable, professional, and able to maintain confidentiality

General Expectations

The Office Manager will follow all MSCC policies and procedures, Texas HHS Minimum Standards, the MSCC Personnel Policy/Staff Handbook, and Main Street Baptist Church policies. The Office Manager is expected to maintain a professional appearance, attend required meetings and training, communicate appropriately with parents and staff, and represent MSCC and the church in a positive and Christ-centered manner.

Responsibilities

Administrative & Office Support

Provide administrative support to the Director, answer and screen phone calls, maintain an organized office, manage office supplies and equipment, prepare forms and documents, and maintain enrollment packets, applications, and other frequently used materials.

Student Records & Enrollment

Assist with enrollment and tours, collect and maintain required student information, maintain

classroom rosters and files, review immunization records, update withdrawal information, and keep Brightwheel records current and organized.

Parent & Family Communication

Greet children and families warmly, assist parents with routine questions and enrollment needs, communicate regarding missing documentation, and direct concerns or complaints to the Director when appropriate.

Staff Support

Assist the Director with staff meetings, interviews, onboarding, and day-to-day staff needs. When the Director is absent, supervise staff and help ensure classrooms are operating safely and according to MSCC policies and applicable regulations. Promote teamwork, cooperation, and professionalism among staff.

Director & Center Operations

Keep the Director informed of issues involving children, families, staff, or Center operations. Assist with licensing visits, events, school calendars, tours, and other Center activities. In the Director's absence, make routine operational decisions necessary to keep the Center functioning smoothly. Personnel, budgetary, contractual, and other strategic decisions remain with the Director or church leadership unless specifically delegated.

Supplies & Communications

Monitor and order office and classroom supplies as needed. Assist with Center advertising, the church website, photographs, event materials, monthly classroom themes, and other communications.

Training & Certifications

The Office Manager must maintain all required training hours and current CPR/First Aid certification, as well as any other certifications required by Texas HHS or MSCC.

Reporting

The Office Manager reports directly to the Director of Main Street Children's Center and performs other duties as assigned by the Director.

Main Street Children's Center
1001 S. Main Street, Georgetown, Tx 78626
512-869-4505 / 512-863-5792 (fax)
Ruth Ann Godfrey, Director

Luke 2:52 "And Jesus grew in wisdom and stature, and in favor with God and man."