**The Medway Extended Day Inc. (MEDI) is a vibrant, creative before and after school program providing quality before and after school programs for the Medway Community.**

* Respond to inquiries made in-person, by phone, by mail or email.
* File all correspondence and paperwork for MEDI such as setting up and maintaining a comprehensive filing system
* Maintain and monitor forms needed for the program such as registration for the program.
* Keep track of timesheets for all employees
* Create agenda documents & take minutes at staff meetings.
* Willing to perform other duties, if required, to ensure a safe, healthy, nurturing environment for children and families, including cleaning and following current COVID-19 protocols.