

Local Senior Center Looking for Assistant Director

Fast Paced Environment, Multitasking Abilities is a MUST, ability to get along well with seniors and staff alike are a MUST, various duties include assisting the director in day to day tasks. Pay is related to experience and hours are 8:30 AM to 3:00 PM Monday through Friday. ONLY EMAILED resumes will be accepted. Email your resume if interested to JDVassar@hotmail.com.

JOB DESCRIPTION ASSISTANT DIRECTOR

MONDAY THROUGH FRIDAY

8:30 A.M. – 3:00 P.M.

(Hours are not set in stone, but can vary based on daily activity requirements)

Provide assistance to the Executive Director in the administration of services, all activities will be performed in a timely manner that allows for optimum results to be achieved. This position is a help mate to the director position and as such many job duties cannot be fully outlined, as day to day operations are never the same. Listed below is an overview of some of the requirements.

RESPONSIBILITIES:

1. Clerical, administrative, and data entry duties, as well as any other duties necessary to continue daily operations, per director's request. Keep monthly updates completed and maintain folders per director's instruction. Receive applications, intake forms, and maintain updates on clients per regulations, keep ServTracker up to date and filled with complete and accurate information.
2. Answer telephone; assist in **all** senior activities, **during and after hours**.
3. Provide information, advice and counseling to members. Ensure **each member** is greeted, assisted in making reservations and swiping card/signing in for meals.
4. Fill in for or assist co-workers as needed (driving van or working in the kitchen), this needs to be a proactive initiative.
5. Assist with organizing fund raisers, setup and working all fund raiser events.
6. Attend and supervise activities as per director's request, exercise classes, craft classes, dances, etc.
7. Be innovative in finding new programs and areas of interest that will grow the center.
8. Call and schedule Bingo, birthday parties, craft classes, and rides for clients to Wichita Falls with volunteers.
9. Help keep decorations and calendar of events current with the help of other staff.
10. Keep records of nutrition education provided monthly, on form provided.
11. Keep up with money taken in per director's request.
12. Record monthly menu temperatures for record keeping.
13. Breaks are limited to 3 five minute breaks per day.
14. Dedicate time to learning tasks outside your job description to help form a cohesive workplace. Anything within these walls can be YOUR job.

SUPERVISOR:

This position reports directly to the director and day to day tasks are assigned per the daily schedule of events, but not to deter from other tasks from being completed. All tasks are to be completed in a timely manner. Time management and the ability to multitask is vital.