

JOB DESCRIPTION

Town of Ashland City Thrive 55+ Center

CLASSIFICATION TITLE:	Assistant Director
DEPARTMENT:	Thrive 55+ Center
REVISION DATE:	5/6/2024
REPORTS TO:	Center Director
EMPLOYMENT STATUS:	Full-time
FLSA STATUS:	Non-exempt
PAY RANGE:	Pay Grade Level 4

JOB SUMMARY

The Assistant Director position is a full-time position, and hours may vary each day and may require some weekend scheduling for special events. The Assistant Director reports directly to the Director of the Thrive 55+ Center. The Assistant Director supervises designated program staff, instructors, contractors, and volunteers in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Assistant Director is responsible for various programs and administrative tasks, including program management, general administration, and assisting the Director and other staff as directed. In the absence of the Director, the Assistant Director will act in her/his place. Hours may be adjusted as needed per approval and recommendation of the Director.

TASK DESCRIPTIONS

Tasks expected of the Assistant Director include, but are not limited to the following:

Programs Management:

- Assist with management of regular and special programs for health, safety, education, cultural growth, and self-enrichment, including instructor engagement, training, and management.
- Ensure that programs are intended for older adults and are fun, engaging, and meaningful.
- Maintain class schedules and monitor and ensure appropriate instructional supplies are available.
- Manage and maintain program data, including participant registration and waiver forms.
- Assist with member check-in, register new members, and maintain member attendance database.
- Manage program income/expenses and prepare reports, process program cash processing and report preparation.
- Maintain special event program lists.
- Other duties as assigned.

Volunteer Management:

- Recruit, train, and instruct volunteers for various positions (lunch volunteers, etc.)

- Maintain volunteer schedule and hours, phone numbers and addresses and email addresses for volunteers.
- Maintain volunteer data forms and files.
- Maintain Volunteer Manual.
- Schedule and coordinate volunteers monthly.
- Recruit and coordinate volunteers for large events.

Data Management and Communication:

- Manage and maintain the MySeniorCenter software and database.
- Manage and maintain the Mon Ami software and database.
- Maintain accurate membership records.
- Assist with monthly newsletters.
- Maintain program calendar and schedules all programs in software system.
- Assist new members with registration, key cards, and instruction on usage.
- Develop statistics and complete month-end and year-end reports.
- Track program attendees and prepare activity reports.
- Maintain updates for the Center equipment (television, etc.)
- Maintain, with other staff, Center Outlook calendar.
- Assist with managing the automatic auto-call program in MySeniorCenter (allowing the Center to perform large volume phone call alerts or schedule automatic phone calls by program). Notify participants of any class time change/cancellation.
- Assist the Director with the preparation of regular and special reports as necessary.

Special Events:

- Assist with coordinating and managing special events.
- Create volunteer lists and schedules for special events.

Facilities/Rentals:

- Assist Director with facilities management as necessary.
- Maintain rental forms; collect and process all rental monies.

Community Outreach:

- Maintain community resource files for Center.
- Assist with maintaining and updating the Center's social media page.
- Assist with updating Center's website as directed.

Office Administration:

- Order and track office/center supplies.
- Maintain office supplies, orders, and tracks supply orders.
- Maintain copy machine/equipment; schedule repairs as needed.
- Answer phone calls and forward calls/messages as needed.
- Send emails and respond to emails.

Center Trips:

- Create and maintain lists of attendees for the trip.
- Assist with coordinating and scheduling tours and transportation with travel agents.
- Help maintain all necessary trip forms.
- Assist with organizing and advertising trips.
- Collect and process trip payments from attendees; assist Director with payments to trip vendors.

Other/General:

- Oversee all Center operations in absence of Director including but not limited to payroll timesheets, processing invoices, and all building operations.
- Open/close building as scheduled.
- Interact in a friendly manner with clients during their visit to the center.
- Conduct general cleaning and maintenance of facilities and equipment as needed.
- Maintain an organized office space and facility.
- Perform other position-related duties, as assigned by the Director.

QUALIFICATIONS

- Must possess a valid Tennessee driver's license.
- Must pass a criminal background check and drug test.
- High School Graduate required, or College degree preferred.
- Education in the field of the aging population and a minimum of 2 years of experience working with an aging program is preferred.
- Computer skills with related software are highly preferred.
- Must have strong oral and written communication skills.
- Must maintain confidentiality regarding employee and client information.

REQUIRED KNOWLEDGE AND ABILITIES

- Must have a friendly and outgoing personality and enjoy working with older adults.
- Must have the ability to be flexible and willing to adjust to unexpected situations.
- Must have the ability to establish and maintain effective working relationships with the public, city officials, and fellow employees.
- Must have the ability to communicate both verbally and in writing in a courteous and friendly manner with a variety of individuals.
- Must be able to handle sensitive and stressful situations with tact and diplomacy.
- Must have the ability to follow written and oral directions.
- Must have basic knowledge of occupational hazards and safety precautions.
- Must possess a working knowledge of accounting and budgeting with the ability to make sound financial decisions.

EQUIPMENT OPERATED

- Computer
- Business telephone and voicemail
- Copier, printer, and facsimile

WORKING CONDITIONS

- Works primarily in a clean, comfortable recreational facility environment; may require outdoor work with exposure to heat/cold, dust and noise.
- Located in an active center which is faced with constant interruptions.

PHYSICAL DEMANDS

- Requires moderate physical work depending upon assignment.
- Requires ability to lift up to a maximum of 25-30 pounds including set up of tables and chairs.
- Requires regular standing and walking, bending, stooping, pushing, pulling, and climbing.
- Requires hand/eye coordination for operation of computer system, vision to read reports and other written material; frequent speech communication and hearing to maintain communication with employees and citizens.

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Manager's Signature

____/____/____
Date

Mayor's Signature

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

____/____/____
Date