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| **Host Agency Job Description** |
| Job Title: | Program Assistant | Employer: | May Dugan Center |
| Department/Group: | Seniors on the Move | Position Type: | Part-Time |
| Will Train Applicant(s): | Will Train Applicant(s) |
| Job Description |
| To perform a variety of administrative tasks and projects, related to May Dugan Center Programs, with Seniors on the Move being the first priority. To provide program, administrative, clerical, and other tasks as needed. Assist with developing and facilitating senior group recreational programming. This includes identifying opportunities/activities and coordinating with external partners to enhance the senior outreach program. As a member of the Health & Wellness Department, they will also be responsible for assisting with health screening days and representing May Dugan at health-related events and meetings. To comply with the company code of ethics, confidentiality practices, HIPAA, safety, and all other policies and procedures.Qualifications* Ability to organize program materials, assist with meal preparation and perform other duties as needed.
* Effective communication skills (listening, speaking, and writing) with proven ability to take and relay detailed and accurate information.
* Detail-oriented and ability to multi-task.
* Ability to establish rapport with an older adult population
* Able to provide services collaboratively, and with dignity and respect to a diverse client base found in a multi-faceted agency and community.
* Patience, compassion, and attentiveness to the needs of the program participants.

Responsibilities * The Seniors on the Move Program Assistant is responsible for assisting in all program activities.
* Complete required logs and documentation statistics in an electronic format as required.
* Attend required meetings and or training including Trauma-Informed Care, Serve Safe certification, and Adult CPR.
* Assists Senior Outreach Coordinator with tracking, planning, and ordering food from the food bank and assist in menu oversight and planning. Preparation of meals may also be required.
* Assist with the health screenings component of the Food and Clothing Distribution
* Learn and follow established safety practices.
* Be positive, energetic and a team player; serve as a peer role model for clients.
* Communicate verbally, writing observations of and interactions with clients
* Develop and foster positive working relationships with all agency departments.
* Spreads awareness of the program and organization to various entities

Preferred Qualifications* Some training and education experience in older Adult programming, ministry and/or social services.
* Some training and education experience in food and /or food service operations.
* Ability to multi task and be flexible when asked to assist in other May Dugan Center program activities.
* Willingness to support the purpose and mission of The May Dugan Center as noted in the mission statement.
* Be open to feedback related to the Program Assistant position. Be willing to make adjustments based on the feedback.

Qualifications and Education Requirements* High school diploma or equivalent.
* Working knowledge of the May Dugan Center and the Seniors on the Move program.
* Intermediate knowledge of technology and social media
* Proficiency in Microsoft Office Suite, Google Business Suite and other common nonprofit operations applications

Preferred Skills* Intermediate knowledge of technology and social media
* Communication (verbal and written)
* Flexibility and initiative
* Innovative, self-motivated team player
* Comfortable in fluid and dynamic environments
* Excited to work collaboratively
* Organizational and planning skills
* Problem-solver and solution-maker
* Resourceful

Additional NotesThis opportunity requires interaction with other programs and non-profit agencies. The Program assistant is required to participate in any and all training opportunities:* Basic project management
* Business writing
* Commercial kitchen management
* General computer skills
* General office skills
* Interfacing with other non-profits
* Meeting facilitation
* Microsoft office
* Program coordination
* Program evaluation, collecting data
* Soft skills training: flexibility, collaboration, innovation, professional development, networking
* Working with a bi-lingual population
* Working with independent older adults
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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |