

**DUMAS WESLEY COMMUNITY CENTER**  
**JOB DESCRIPTION**  
**ASSISTANT DIRECTOR OF YOUTH AND SENIOR SERVICES**

**GENERAL SUMMARY**

Oversees the daily operation of the After School Achievement Program (ASAP) and the Senior Activities for Independent Living (SAIL) programs.

**PRIMARY JOB FUNCTIONS**

**YOUTH SERVICES**

- Assist Director in recruiting/enrolling children and teens to participate in the Center's After School Achievement Program.
- Maintain monthly calendar of activities; help cultivate new community partners to lead such activities
- Assist in leading extra-curricular activities and field trips, including: STEAM-based curriculum, computer lab activities and arts and crafts.
- Assist Director of Youth & Senior Services with Summer Recreational Program as needed.
- Keep accurate records of client contacts, attendance and other statistics as required in the absence of the Director of Youth & Senior Services.
- Assist in developing intergenerational activities and cultural enrichment activities for youth enrolled in ASAP.
- Assist in daily site preparation and clean-up in order to meet all mandatory health code requirements.
- Must be trained in following guidelines set forth by Feeding the Gulf Coast and be able to keep daily records and inventory in the absence of the Director of Youth & Senior Services.

**SENIOR SERVICES**

- Schedule daily program activities for 35+ congregate senior participants, including coordination of speakers, facilitators and field trips.
- Develop intergenerational activities and cultural enrichment activities for seniors enrolled in SAIL.
- Train and supervise employees and volunteers who serve and prepare 85+ meals for congregate dining and homebound delivery.
- Assists in keeping inventory of SAIL supplies and reporting needs to GA Foods in a timely manner.
- Work in the kitchen daily preparing and serving 85+ meals for congregate dining and homebound delivery.
- Train and supervise the SAIL Driver involved in the transportation of senior citizens to/from the Center.
- Occasionally transport daily meal deliveries and seniors to and from the center in the absence of the SAIL driver.
- Responsible for the reporting and scheduling of maintenance on all DWCC SAIL vehicles.
- Oversees compliance with all State, Federal and local health and safety requirements/policies.
- Prepare all daily, weekly, monthly and annual statistical reports required by the State of Alabama, South Alabama Regional Planning Commission (SARPC) Area Agency on Aging, and other funders, and as requested by Executive Director in the absence of the Director of Youth & Senior services.
- Maintain all client records as required by the State of Alabama, South Alabama Regional Planning Commissions, Area Agency on Aging, and other funders.
- Responsible for daily site preparation and clean-up in order to meet all mandatory health code requirements.
- Attend mandatory monthly and quarterly SARPC meetings in absence of the Director of Youth & Senior Services.
- Must have knowledge of community services available to senior citizens and make appropriate referrals for participants.
- Act as liaison between senior citizens organizations, other social service agencies, and Dumas Wesley.
- Must acquire and keep current a valid food handlers license upon hire.

**TECHNICAL SKILLS:**

- Computer skills sufficient to enter and retrieve client data, and to prepare all required reports.
- Must be empathetic, patient and friendly with senior population, volunteers, and youth.
- Must be able to work flexible schedule when situation warrants.
- Must be able to work as a team member and get along well with fellow employees.
- Must be able to respond appropriately in a crisis situation.
- Valid driver's license; able to operate a motor vehicle safely.

**EXPERIENCE**

- Proven ability to work under the supervision of management with high level of detail.
- Demonstrated ability to adapt and function in a diverse environment.

**EDUCATION**

Associates degree or equivalent work experience required. 1-2 years' experience working with youth and/or senior citizens preferred. Knowledge of and interest in nonprofit sector desirable.

Interested candidates may send a cover letter and resume to: [asmalling@dumaswesley.org](mailto:asmalling@dumaswesley.org)