



ASSISTANT CENTER DIRECTOR

Service Now for Adult Persons, Inc. – Queens Village, NY

Job Summary: The Assistant Director collaborates closely with the Older Adult Center Director in overseeing the daily operations and strategic initiatives of the Older Adult Center. This role focuses on supporting program development, community engagement, operational efficiency, and assisting with the management of staff and resources to ensure a vibrant and supportive environment for older adults.

Responsibilities include, but not limited to:

- Collaborate with the Director and staff to design, implement, and evaluate programs that meet the social, educational, and recreational needs of older adults.
- Assist the Director in ensuring smooth day-to-day operations of the center, ensuring compliance with organizational policies and regulatory requirements.
- Build and maintain relationships with local organizations, businesses, elected officials, and community leaders to enhance the center's visibility and expand resources.
- Oversee staff and volunteers in the Director's absence, providing guidance, training, and performance feedback.
- Enhance and maintain a strong, diverse volunteer corp.
- Assist in organizing special events, workshops, and outings to foster participation and engagement.
- Represent the center at community and networking events, coordinate marketing efforts, including social media, flyers, and newsletters to promote programs and activities.
- Maintain accurate records and reports related to program activities, attendance, and services provided.
- Assist with managing financial records, tracking expenses, and ensuring budget compliance.
- Support fundraising and grant-writing initiatives in collaboration with the Director.
- Research and introduce innovative programs and services to address the community's evolving needs.
- Monitor inventory and ensure timely ordering of supplies.
- Support the use of software tools for scheduling, participant registration, and tracking activities.
- Ensure that all data is accurately recorded, kept up-to-date, and complies with privacy standards.
- Gather individual staff statistics to be given to Director for final departmental statistical report.
- Perform other duties as requested.

Qualifications:

- Bachelor's degree preferred in Social Work, Gerontology, Human Services, Public Administration, or a related field. Associate degree with one year of experience in human services or program development, experience working with older adults & supervisory experience a plus.
- Adaptable problem-solver with strong organizational, communication, and multitasking skills, able to prioritize and collaborate effectively in a team.
- Proficiency in Microsoft Office Suite, database management, and social media platforms.

Work Schedule:

The Assistant Center Director position is on- site, in the center Monday through Friday, from 8:30 AM to 4:00 PM. Occasional evening and weekend hours may be required Salary: \$54,000, Health Insurance/Benefits –

If interested email: Marianna Vitale mvitale@snapqueens.org