



POSITION DESCRIPTION

POSITION TITLE: Assistant Program Director	DEPARTMENT: Programs
CLASSIFICATION: Full-Time, 40 hours/week	REPORTS TO: Program Director
DESCRIPTION SUMMARY: The Assistant Program Director participates in the planning and implementation of a variety of JCC programs. This position works to develop new strategies and implement program ideas while also providing direct support to the Program Director. The Assistant Program Director will be responsible for engagement and outreach to J members and the broader community. The Assistant Program Director will work a flexible schedule that includes some evening and weekend hours.	
ESSENTIAL RESPONSIBILITIES: • Plan and schedule programs and events – Develop program ideas and help to manage programs from inception to completion – Monitor individual program budgets – Plan monthly dinner programs – Help with marketing efforts for programs – Prepare related reports – Maintain calendar for programs and room rentals – Coordinate and schedule rentals & parties • Center for Active Living Daily Duties – Write, publish, and distribute JPrime Newsletter – Secure speakers/vendors for senior discussions and programs – Collaborate with JFS on senior programming/services • Provide support to the Program Director – Oversee office operations for Programs and Center for Active Living departments – Oversee and manage room reservation calendar – Maintain records and files for the programs – Collect and analyze data on the programs – Ensure compliance with program regulations – Help set up, work, and clean-up programs, events, and rentals (some nights and weekends required) • Engagement and Outreach – Maintain a visible and approachable presence among members, building positive relationships and fostering a welcoming, supportive environment. This position will regularly engage with individuals, develop strong connections, understand members' needs, and serve as a trusted point of contact within the organization. – Be present at ongoing J programs, forming relationships and connections between members and to the J or have arranged for other staff to be present if applicable. – Attend assigned ongoing programs or coordinate appropriate staff coverage when needed."	



POSITION DESCRIPTION

- Oversee the J game program, welcoming members and guests to regular mahjongg, canasta, Rummikub, and other games and activities (no prior game playing knowledge necessary)
- Provide support to JCC Department Heads
- Other Duties
 - Other duties as assigned

QUALIFICATIONS:

- High school diploma or G.E.D; bachelor's degree in related field (e.g., business, education, social sciences); certification in special events planning a plus.
- Current and valid driver's license.
- 3 years' work experience in related field, or fields, preferred.
- Ability to physically stand, bend, squat, and lift up to 35 pounds.

GENERAL SKILLS:

- Demonstrated working knowledge and ability to effectively use business productivity software, including Microsoft Office applications and customer relationship management applications.
- Self-motivated and self-directed.
- Accurate and precise attention to detail.
- Must be organized and able to manage and prioritize multiple tasks, meet deadlines, and manage time.
- Must be able to work as a part of a team.
- Must be able to provide excellent customer service.
- Must be able to take initiative to solve problems and be willing to seek assistance in solving problems.
- Must be able to communicate well in written communication and verbally.
- Must be able to accommodate seasonal schedule changes.
- Must be able to effectively and in a timely manner respond to requests from others.
- Must be able to handle emergency and crisis situations.

This position description is not intended to be all-inclusive but is intended to be a generalized description of the primary job responsibilities and expectations. Management may change the job responsibilities and expectations based on business requirements.

This position description is intended to comply with all known state and federal regulations and includes accommodation re-evaluations.