



## **Associate Director, Anchor Community Respite**

<b>Job Type:</b>	Part-Time
<b>FLSA Status:</b>	Exempt
<b>Hours per Week:</b>	20-25 hours/week
<b>Pay:</b>	\$20/hour
<b>Reports To:</b>	Director of Anchor Community Respite

### **PRIMARY DUTIES AND RESPONSIBILITIES**

The Associate Director serves as a representative of Asbury United Methodist Church, its ministries and programs. This position provides administrative, logistical, and program support to the Director of Anchor Community Respite to ensure the smooth operation of Anchor Community Respite program. This includes but is not limited to social programs, caregiver support group and community education events.

### **SKILLS AND QUALITIES DESIRED / KNOWLEDGE REQUIRED**

- Have a kind and professional demeanor with participants, volunteers, program visitors, and other Asbury personnel
- Be proficient in (or able to adapt to using) computer programs including Word, Excel, MyAsbury, and Constant Contact and other software for program management
- Maintain positive attitude and be a team player while working in concert with church leadership, fellow staff members, volunteers, and church members
- Ability to work independently to accomplish duties and responsibilities with minimal or no supervision
- Ability to communicate in a responsive, clear, and effective manner in any medium, including phone, text, and email. Communication also includes listening skills and the ability to follow direction and provide feedback
- Excellence in attention to detail
- Prompt attendance to work & prompt effective performance of all assigned tasks
- Strong organizational, interpersonal, and time management skills
- Be a team player among the Asbury staff and Anchor Volunteers

### **ONGOING RESPONSIBILITIES**

Responsibilities include assisting Anchor Community Respite Director the with following tasks as directed and needed:

#### **Daily**

- Collaborate and assist with day-to-day activities for Anchor
- Operate as director when the Director is on leave for personal time off or conferences

**Billing Information**

- Maintain Anchor Respite enrollment/attendance records for billing
- Communicate monthly invoicing information to Finance personnel

**Organization**

- Maintain and keep organized supplies used for Anchor Respite
- Assess and make supply purchases when needed

**Record Keeping**

- Maintains records of donation acknowledgements and write thank-you notes for donations or coordinate volunteer writing of thank-you notes
- Assist with maintenance of records including of participant enrollment documents, volunteer registration forms including background checks, confidentiality statements, liability waivers.

**Management of Space**

- Anchor Respite physical set up and/or reset (gathering materials and setting tables in Anchor Respite meeting space, etc.)

**Scheduling and Communication**

- With the Director, receive and respond to initial inquiries re: Anchor Community Respite social program, caregiver support group and community education
- Manage enrollment process including intake calls and initial communication with families
- Schedule/confirm volunteers and other leadership as directed
- Phone calls, emails, thank you notes, acknowledgements as related to scope of the position
- Participate in annual review with supervisor as requested

**Special Events**

- Collaborate and assist with volunteer training
- Collaborate and assist the Director and volunteers on planning and implementation of community education events
- Collaborate and assist the Director and volunteers on planning and implementation of Anchor Community Respite volunteer recognition events
- Participate in professional development (i.e. annual Respite for All Conference) related to ministry for senior adults in general and persons with dementia in particular