



990 Pelham Parkway South ~ Bronx, NY 10461

☎: 718-792-1800 ~ 📠: 718-792-6802

🌐 [www.bronxhouse.org](http://www.bronxhouse.org)

## **Bronx House**

### **JOB DESCRIPTION**

#### **Assistant Director, Weinberg Older Adult Center**

##### **SUMMARY**

**The Weinberg Older Adult Center (OAC) program is funded by the New York City Department for the Aging (DFTA). The program's goals are to provide congregate lunch and related social activities to seniors. As such, the Assistant Director will play a major part towards assisting with these goals. This is a full-time, salaried position with benefits.**

**REPORTS TO: Director, Weinberg Older Adult Center**

**HOURS: 35 hours per week**

**SALARY: \$50,000-\$55,000**

##### **PRIMARY RESPONSIBILITIES**

- Responsible for planning recreational and educational activities
- Encourage participation in all senior center programs and/or activities
- Counsel participants in entitlements and provide referrals as needed
- Plan, develop and lead groups relevant to senior interests
- Assist in planning and implementing senior trips and outside activities
- Assist in managing senior lunch including collection of participant payments
- Assist in the overall administration of the site, food service, procurement of equipment and supplies for program.
- Supervise program in the absence of Director
- Register new seniors into the program and update senior center's registration
- Monitor participant's attendance
- Provide exceptional client service to our program participants



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- Ensure and maintain all regulatory agency (i.e. NYC DOH, DFTA, FDNY) standards are in compliance (related to reporting, physical plant, food and emergency supplies, medical, personal belongings, mail, treatment, grievances, case management, safety, etc.)
- Carry out other tasks as needed

### **REQUIREMENTS**

BA; MA or MSW preferred

Bilingual preferred (Spanish)

At least two years of experience working with seniors

Obtain appropriate food handler, CPR/FA, and AED certifications, or be willing to get certified.

Strong problem solving, organizational and interpersonal skills are a must.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To apply, send a resume and cover letter to [Annette DuBose](mailto:Annette.DuBose@bronxhouse.org), Director of the Weinberg Older Adult Center: [annette@bronxhouse.org](mailto:annette@bronxhouse.org)