



CITY OF SELMA, ALABAMA

JOB DESCRIPTION

INTERNAL/ EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any questions. Email your resume to: lrutledge@selma-al.gov.

TRANSFER REQUEST, APPLICATIONS AND RESUMES ACCEPTED UNTIL JOB IS FILLED

Position: Assistant Program Director
Reports to: Director – AmeriCorps
Subordinate Staff: None
Department: Planning & Development - Program: Selma AmeriCorps
Location: 222 Broad Street Selma, Alabama 36701
Status: Regular, Full/Time – Grant Funded
Schedule: Monday – Friday – Some Weekends
Rate of Pay: \$30,000.00 – \$36,000.00

Primary Responsibilities:

- Provide support services to the Program Director and the AmeriCorps members
- Manage all AmeriCorps databases
- Gather and complete data on computer databases for all required reports
- Attend all assigned local, state, and national AmeriCorps meetings, in order to promote awareness and support of the AmeriCorps Program
- Manage member service related information (i.e. documentation, service records, member reports, enrollment, and exit forms)
- Assist with planning, coordinating and overseeing all member training as needed (pre-service and on-going)
- Assist in daily supervision of members as needed
- Coordinate agenda for weekly member meeting
- Verifies service and transportation records to assure accuracy and timeliness
- Assist Program Director in recruitment efforts and interviewing as requested
- Develop technology curriculum and physical education curriculum
- Acts as primary contact for members in absence of Program Director
- Act as primary contact for clients in extended absence of Program Director
- Other duties and responsibilities as assigned by the Program Director, the Mayor, Serve Alabama (Governor's Office of Volunteer Services), and Corporation of National and Community Services

Qualifications:

Associate's Degree in Business Administration or the equivalency in related field; Minimum of 30 wpm typing skills; some supervisory skills; good leadership skills; good organizational skills.

Ability to work in various extremes of weather; ability to work non-standard hours including holidays and weekends.

Required:

Proficient in Microsoft Office (Word, Excel, PowerPoint, and Publisher), Internet browsing/surfing, and E-mail usage; Excellent communication skills (both written and oral); 2 years of experience in an administrative role; ability to interact with people of varying backgrounds without prejudice or discrimination; reliable transportation; strong commitment to service; former AmeriCorps Team Leader or former member with capacity to serve as a Team Leader preferred

Must possess a valid Alabama Driver License or State issued ID.

The City of Selma is an Equal Opportunity Employer