

School for Caregivers' Administrator

Summary

The School for Caregivers' Administrator is a mission critical, administrative and program support position responsible for helping to oversee the clerical, marketing and secretarial aspects of operating the School for Caregivers' program. The School for Caregivers' Administrator position reports to the Collaborative Campus Leader.

Responsibilities

- Maintains and monitors records of attendance of students and schedule of volunteer instructors;
- Helps to ensure that each Caregivers' class will run effectively and efficiently with minimal administrative involvement by the Collaborative Campus Leader or the volunteer instructors;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

Qualifications

- Minimum five (5) years successful, administrative experience or equivalent specialized education;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Friendly and patient attitude;
- Professional appearance, attire and demeanor.