LOL-LIFE OF LIBERTY, INC.
ASSISTANT PROGRAM DIRECTOR – JOB DESCRIPTION

WORK HOURS: General working hours are Monday – Friday, 8:00 a.m. to 5:00 p.m. *(hours subject to change and may require occasional overtime)*

QUALIFICATIONS, EDUCATION and EXPERIENCE:

1. Must be at least 21 years old.
2. Education – minimum of a two (2) year degree or equivalent in a human service delivery or related system.
3. Experience – Minimum of three (3) years in a human service delivery related system or comparable program, **with a least one (1) year in a management capacity.**
4. Must demonstrate the ability to provide staff training, supervision, and planning.
5. Possess a valid Driver's License (DL) - in the state of hire, and excellent driving record.
6. Have use of a safe automobile, valid vehicle registration, valid auto insurance in force as required by state law. *(name must be listed on policy)* and a clean DMV record required.
7. Possess strong interviewing skills.
8. Ability to be flexible.
9. Possess an interest and familiarity with client's choices and needs.
10. Pass a LiveScan criminal and background investigation.
11. Pass a health screening and TB test.

JOB SUMMARY:

The Assistant Program Director is responsible assisting the Program Director in the day-to-day adult day program operation.

DUTIES and RESPONSIBILITIES:

1. Develops and implements activity schedules with guidance from CEO/President as needed.
2. Supervises all staff to ensure plans and schedules are implemented, ensures participant's rights.
3. Conducts site checks both on and off site, if applicable.
4. Maintains and monitors professional relationship with participants and employees and all licensing and providers.
5. Ensures that community integration hours are met within the service office.
6. Maintains and updates resource and curriculum guides.
7. Conducts staff development and training plans, manages, coordinates, and evaluates staff efforts to achieve program, organization, and client outcomes.
8. Provides crisis management assistance to staff, develops paid and volunteer opportunities for participants.
9. Assists in conducting the monthly inventory, ordering monthly supplies and creating the monthly snack calendar,
10. and audits participant's files monthly or as needed.
11. Conducts auto safety checks, responsible for transport vehicle inventory and supplies, prepares new employee notebooks, answers phones, and types various reports and documents.
12. Conducts facility tours and delivers program promotion presentations
13. Performs other job duties as defined by the Program Director.

SKILLS:

- Excellent grammar and spelling skills, excellent oral and written communication skills.
- Must be computer literate and able to type a minimum of 40 words per minute, knowledge and experienced in creating/managing documents using Microsoft Office suite (Word, Excel and PowerPoint). *A skills assessment test will be administered during the interview process.*
- Initiative and Teaming skills

SUPERVISION RELATIONSHIPS:

Supervised by: Program Director
Supervises: Floor Supervisor, Support Staff, Transportation Vehicle Drivers *(as necessary)*

NOTES:

- This position reports directly to the Program Director.
- Management retains the discretion to add or modify the duties of this position at any time.
- Applicant MUST pass a skill assessment test, which will include situational scenario.
- A background check will be conducted along with a drug screening prior to employment.

Revised 8/29/2025