HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
1826 3rd Avenue South
Birmingham, AL 35233
(205) 521-0610

NEW JOB OPENING NOTICE
April 12, 2019

1) Position Title: Community Center Assistant
2) Job Type: Part-Time
3) Salary: Commensurate with qualifications and experience
4) Education/Experience: High School Diploma or G.E.D with a minimum of one (1) year experience in community service or related field.
5) Major Duties and Responsibilities: Assist with the organization and implementation of regular and seasonal programs and activities, including but not limited to, the promotion of physical, mental, educational and social development among residents. Enforce rules and regulations of the community center to maintain discipline. Take action to ensure there are no hazards or unsafe conditions. Assist with the preparation and distribution of snacks and lunches for camp participants. Ensure the community centers are maintained in a clean, neat, orderly, safe and healthy manner. Monitor the Summer Day Camp Peer Counselors. Assist with completing and maintaining data tracking, inventory records, and equipment usage. Evaluate programs and services to ensure effective and positive outcomes. Assist with the evaluation of recreation areas, facilities, and programs and services to determine effectiveness. Confer with Community Center Coordinator and staff to review and resolve residents’ complaints. Perform other duties as assigned.

Applicants can obtain a complete position description and application from our website at www.habd.org. A complete application may be submitted to careers@habd. Applicants may also fax a complete application to (205)521-7753. Attention: Calandra Jefferson-Mitchell. An application must be completed.

Position Is Open Until Filled. No Phone Calls Please

Housing Authority of the Birmingham District is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), National origin, age (40 or older), disability, or genetic information. Housing Authority of the Birmingham District is a Drug-Free Workplace.
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

Position Description

CLASSIFICATION: COMMUNITY CENTER ASSISTANT/PART-TIME

SUPERVISOR: COMMUNITY CENTER COORDINATOR

EFFECTIVE DATE: AUGUST 21, 2018

Position Summary

Under the direct supervision of the Community Center Coordinator, the Community Center Assistant is responsible assisting with the organization and implementation of regular and seasonal programs and activities for HABD residents to, promote physical, educational and social development. Duties require the exercise of considerable mature judgment in developing and administering federal programs and coordination of the community center staff activities as required.

Major Responsibilities

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak works periods or otherwise balance the work load. The position description complies with the Americans with Disabilities Act.

1. Assist with the organization and implementation of regular and seasonal programs and activities, including but not limited to, the promotion of physical, mental, educational and social development among residents.

2. Enforce rules and regulations of the community center to maintain discipline. Take action to ensure there are no hazards or unsafe conditions; administer first aid according to prescribed procedures and notify emergency medical personnel when necessary.

3. Communicate effectively, both orally and written.

4. Assist with the preparation and distribution of snacks and lunches for camp participants; ensure that the community centers are maintained in a clean, neat, orderly, safe and healthy manner.

5. Monitor the Summer Day Camp Peer Counselors.
6. Administer first aid according to prescribed procedures and notify emergency medical personnel when necessary.

7. Assist with completing and maintaining data tracking, inventory records, and equipment usage. Evaluate programs and services to ensure effective and positive outcome.

8. Confer with supervisor to discuss and resolve residents’ complaints.

9. Assist with the evaluation of recreation areas, facilities, and programs and services to determine effectiveness.


**Required Knowledge and Abilities:**

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).

2. Knowledge of community/social services available through local, state and federal agencies and/or funding sources.

3. Knowledge of sources and availability of information relating to social services with the ability to secure the confidence and cooperation of other public agencies.

4. Knowledge of report preparation techniques and procedures. Ability to prepare and evaluate professional and technical reports and other documents.

5. Ability to communicate effectively and the ability to conduct research and prepare comprehensive reports.

6. Ability to establish and maintain effective working relationships with residents, employees and the general public; ability to communicate with people from a broad range of socio-economic backgrounds.

7. Ability to orient others and explain organizational policies, rules, regulations, and procedures.

8. Ability to administer first aid in accordance with required procedures.

9. Ability to prepare and present ideas in a clear and concise manner.

10. Ability to evaluate and disseminate factual information and develop proposals to promote solutions to the residents educational, social, recreational and civic problems.

11. Ability to demonstrate leadership experience, professional ability, and capability to elicit cooperation.
12. Knowledge of office equipment including copiers, personal computers, calculators, facsimile machines, etc.

**Supervision:**
None.

**Working Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: stand, sit, walk, use hands to finger, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to: climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to allow for operation of a scanner, terminal keyboard, telephone, facsimile machine, office supplies, etc. Employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around desk area.

**Minimum Education, Training and/or Experience**

1. High School Diploma or GED with a minimum of one (1) year experience in community service or related field.

**Special Requirements**

1. Possession of a valid Alabama driver’s license and safe driving record for those required to drive or allowed to drive on behalf of HABD.