



General Program Associate

Good Shepherd Community Center, Mosses, AL

JOB DESCRIPTION: The General Program Associate will be an active part of all aspects of the Community Center, with two central lines of responsibility, facility upkeep and Food Market assistance. The General Program Associate will also provide assistance as needed to other programs including but not limited to the New Possibilities Youth Program and the Senior Program. The Associate will work closely with other Program Associates, Teachers and the Director to accomplish whatever task is at hand. This is a part-time position reporting to the Director of the Good Shepherd

ROLES AND RESPONSIBILITIES:

- **General Facility Upkeep**
 - Maintain the cleanliness of the center at all times. This includes cleaning before/after individual programs and all other janitorial needs inside the center.
 - Keep the grounds of the center buildings clean of debris/trash to maintain a tidy appearance.
 - Facilitate coordination of any maintenance needs of the center, its buildings, guest house and grounds with EM Facility manager. This includes using the internal ticket system on the computer.
 - Complete small maintenance tasks around the center and perform inspections. Report any issues timely to the EM Facility Manager.
 - Maintain the community center vehicles and coordinate any repairs needed.
- **Food Market**
 - Facilitate pickup of food for the Market from the Food Bank and other vendors with the center truck.
 - Assist in food deliveries to home bound seniors.
 - Assist Customers when shopping in the Food Market, may include carrying bags out to cars
- **General Programs**
 - Help set-up rooms for special events and classes.
 - Assist with ordering, storing and tracking Center program supplies
 - Assist with other GSCC programs as needed
 - Other duties as assigned

KEY CANDIDATE CHARACTERISTICS

- Unassailable personal integrity and moral reputation
- Appreciation and respect of the Catholic Church and its teachings
- Understanding of the concepts of “ministry” in serving the disadvantaged
- Strong leadership and self-motivation
- Open and approachable personality; able to establish relationships of trust and respect with those attending Center programs
- Willingness to act as part of a team, pitching in where and as needed to achieve the goals of the Community

SKILLS AND PREREQUISITIES

- Education
 - Minimum high school diploma or equivalent
 - Be open to professional development training in new areas of assignment.
- Administration
 - Microsoft Office, email and basic computer skills necessary
- Operations
 - Valid Driver's License
 - Willingness to drive/operate lift-gate truck.
 - Ability to use a pallet Jack.
 - Must be able to lift at least 50 pounds and be able to stand, bend, use fingers to grip, etc., as required by the nature of the job responsibilities.
 - Fully vaccinated against Covid-19
 - Flexibility for working non-standard hours and at special events