Assistant Program Director, Windham Hospital
Position Description

Position Summary

Windham Hospital volunteers are given the opportunity to learn new skills and gain valuable experience working in a diverse and demanding community healthcare setting. Volunteer units include the Emergency Department, Ambulatory Care Unit, Food & Nutrition Services, Patient Transportation (MET Desk), and the Pharmacy, as well as EMT volunteer positions for EMT-certified students. Assistant program directors are responsible for aiding in the management and coordination of a designated Community Outreach (CO) program or project. Specific tasks and obligations for each program vary depending on the program; however, the following responsibilities are required of all assistant program directors.

Major Duties and Responsibilities

Assist the program director with the following responsibilities:

A. Program Management and Development
   - Review mission statement and revise as needed
   - Develop appropriate goals
   - Contact and meet accordingly with site supervisor
   - Serve as a liaison between participants and site supervisor
   - Implement service activities that meet the self-identified needs of clients; create appropriate materials, engage participants in service delivery, and access external resources as needed
   - Communicate and meet regularly with designated CO staff member and site supervisor

B. Volunteer Management
   - Recruit, screen, train and support volunteer and work study participants
   - Prepare participants through orientation and training workshops to achieve program’s objectives; organize meetings, develop training materials, and facilitate activities
   - Provide ongoing monitoring and supervision of participants
   - Communicate regularly with participants regarding scheduling, transportation, activity planning, payroll, and other related program functions
   - Recognize participants for their contributions
   - Organize opportunities for participants to reflect on their experiences

C. Administrative Tasks
   - Attend all related CO meetings, trainings, seminars, and workshops
   - Manage any financial or other resources including budgeting, purchasing, and tracking
   - Collect and update data related to programs, membership, and service hours
   - Schedule and monitor transportation
   - Represent CO at University classes, meetings, or events
   - Perform other related duties and activities to support the program and the Office of Community Outreach, as needed
Additionally, the assistant program director is responsible for:

D. **Project Teams**
   - Participate in a CO Project Team including: program management, professional development, or community building

E. **Program Participation**
   - Assistant program directors are expected to participate in their program on a regular schedule as decided with staff supervisor

**Qualifications**

A. **Minimum Qualifications:**
   - Strong interest in and commitment to community service
   - At least one year related experience working in the health field
   - One semester or more of related experience in a leadership and/or supervisory position
   - Capacity to facilitate individual and group supervisory meetings including conflict resolution / problem solving
   - Capability to positively represent CO to the University and external community
   - Proficient interpersonal, relationship, and partnership building skills
   - Ability to effectively convey oral and written communication
   - Demonstrated program development and organizational skills including ability to manage multiple tasks/projects and planning special events
   - Ability to work independently, assess programmatic needs, and develop creative solutions
   - A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
   - Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
   - Willingness to work irregular and flexible hours including evenings and weekends
   - Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. **Preferred Qualifications:**
   - At least one year experience with Windham Hospital
   - One year related experience in a leadership and/or supervisory position
   - Excellent computer skills with an emphasis on Microsoft Office Word, Publisher, and Excel

**Commitment**

- Full academic year commitment is required
- Participation in CO training in August the week before Fall Semester begins
- 10-12 hours per week; exact hours and schedule will fluctuate and are flexible to student’s academic schedule
- Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)
The University of Connecticut is an Equal Opportunity Employer and supports all state and federal laws that promote equal opportunity and prohibit discrimination. In keeping with our commitment to build a culturally diverse community, the University of Connecticut encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.