



Job Description

Assistant Director of Respite Care Ministry

First United Methodist Church – Dothan, Alabama

Part-time, Hourly, Non-Exempt (up to 30 hours per week)

Reports To: Director of Respite Care Ministry

Position Summary

The Assistant Director of Respite Care Ministry supports the mission and daily operations of a program that provides meaningful engagement for individuals living with Alzheimer's disease and other forms of dementia, while offering rest, resources, and encouragement for their caregivers. This position assists the Director with program planning, volunteer coordination, caregiver communication, and administrative functions to ensure a safe, effective, and compassionate environment.

Essential Duties and Responsibilities

Program Leadership and Operations

- Plan and implement daily schedules of activities in collaboration with the Director and Volunteer Coordinator.
- Lead Respite program sessions two days per week, ensuring smooth program flow and participant engagement.
- Welcome and orient new families; assist with enrollment paperwork and participant onboarding.
- Provide regular updates and feedback to caregivers regarding participant experiences and concerns.
- Ensure all safety measures are observed and respond appropriately to any health or safety incidents.
- Serve as acting Director in the absence of the Director or Respite Assistant to maintain program continuity.

Volunteer and Caregiver Support

- Support the recruitment, training, and coordination of program volunteers.
- Maintain a positive, team-oriented environment for staff and volunteers.
- Lead the monthly **Caregiver Support Group** and assist with caregiver education and resource connections.
- Support outreach efforts to caregivers, churches, and community partners.

Administrative and Financial Responsibilities

- Manage tuition billing and deposits.
- Record and deposit program income, including donations, Respite Shop funds, and volunteer lunch payments.
- Maintain accurate attendance, financial, and program documentation.
- Provide feedback on equipment, supply, or facility needs to enhance program quality.
- Coordinate CPR certification records and training for staff and volunteers.

Community and Outreach

- Collaborate with the Choir Director to coordinate two annual **Heart to Heart Singers** performances and assist with rehearsal schedules and promotion.
- Represent the ministry at community presentations, workshops, and partner events when needed.
- Attend annual professional development or continuing education conferences with the Director.

Other Duties

- Perform other tasks as assigned to support the goals of the Respite Care Ministry.
- Maintain regular, punctual attendance. Standard work hours are Monday–Thursday, 8:30 a.m.–4:30 p.m., with occasional evening or weekend events. Occasional evening or weekend hours required for events or training.
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Qualifications

- Bachelor's degree required.
- Experience working with older adults and individuals living with dementia preferred.
- Strong organizational, interpersonal, and leadership skills.
- Proficiency in Microsoft Office and ability to learn additional software systems.
- Excellent written and verbal communication skills; able to communicate clearly, promptly, and professionally across multiple platforms.
- Ability to multi-task, prioritize workload, and meet deadlines.
- Demonstrated ability to maintain confidentiality and exercise sound judgment.
- Positive attitude, adaptable, dependable, and motivated by service to others.