**Job Title:** Co-Executive Director

**Organization:** Alexandria Community Center

**Location:** Alexandria, IN

**Reports To:** Board of Directors

**About The Alexandria Community Center (ACC):**

* The mission of the Alexandria Community Center (ACC) is to enhance the quality of life of the people of Alexandria and surrounding communities by providing educational, recreational, and social services, regardless of age, heritage, or gender.
* The ACC offers a range of programs and services for all ages. The programs include youth basketball, football, cheer, track and field, soccer, craft nights, blood drives, baby pantry, adult exercise programs, etc. The ACC is also a facility that can be rented for parties, reunions, graduation celebrations, weddings, etc.

**Position Summary:**

The Community Center Co-Executive Director is a key member of the organization, responsible for overseeing and assisting in the overall management and operation of the center. This role requires a highly motivated and versatile individual with a passion for community engagement and a strong commitment to providing quality programs and services.

**Key Responsibilities:**

* **Program Development & Implementation:**
  + Assist in planning, developing, and implementing a variety of programs and activities for all age groups, including youth, adults, and seniors.
  + Recruit and supervise program instructors and volunteers.
  + Monitor program enrollment and attendance and analyze program effectiveness.
  + Develop and maintain partnerships with local schools, organizations, and businesses to expand program offerings.
* **Community Engagement:**
  + Actively engage with the community through outreach efforts, such as attending local events, building relationships with residents, and promoting the center's programs and services.
  + Manage the center's social media presence, creating engaging content and building a strong online community.
  + Organize and coordinate community events, such as fundraisers and special events.
* **Administrative Duties:**
  + Assist with the day-to-day operations of the center, including scheduling, budgeting, and facility maintenance.
  + Prepare reports and maintain accurate records of program participation, attendance, and finances.
  + Assist with grant writing and fundraising efforts.
* **Facility Management:**
  + Ensure the safety and cleanliness of the center's facilities.
  + Oversee facility rentals and ensure proper usage.
  + Conduct regular facility inspections and address any maintenance issues.
* **Sports & Recreation:**
  + Coordinate and supervise recreational sports leagues and activities, such as basketball, soccer, and basketball.
  + Oversee the maintenance and inventory of sports equipment.
  + Ensure the safety and well-being of participants in all sports programs.

**Qualifications:**

* **Education:** Bachelor's degree in Recreation, Parks and Leisure Studies, Education, Human Services, or a related field preferred.
* **Experience:**
  + Minimum of 3 years of experience in community center management, recreation programming, education, or a related field.
  + Experience working with diverse populations, including youth, adults, and seniors.
  + Experience in program development, implementation, and evaluation.
* **Skills:**
  + **Excellent communication and interpersonal skills:** Ability to effectively communicate with a diverse range of individuals, including staff, volunteers, members, and the general public.
  + **Strong organizational and time-management skills:** Ability to prioritize tasks, meet deadlines, and manage multiple projectssimultaneously.
  + **Proficiency in Microsoft Office Suite:** Word, Excel, PowerPoint.
  + **Social media marketing skills:** Experience with platforms such as Facebook, Instagram, and Twitter.
  + **Customer service skills:** Ability to provide excellent customer service to all members and visitors.
  + **Creative problem-solving skills:** Ability to identify and address challenges effectively.
  + **Strong work ethic and a positive attitude.**
  + **Ability to work independently and as part of a team.**
* **Personal Qualities:**
  + **Passionate about community engagement and making a positive impact.**
  + **Trustworthy, friendly, and approachable.**
  + **Confident and self-motivated.**
  + **Enthusiastic about working with people of all ages and backgrounds.**
  + **Ability to maintain a professional and positive demeanor at all times.**
  + **A strong commitment to the mission and values of the Community Center.**

**To Apply:**

Please submit a cover letter and resume to rachelyoungacc@gmail.com

**The ACC is an equal opportunity employer and values diversity.**

**Note:**

* This job description is a general outline of duties and responsibilities and is not intended to be an exhaustive list.
* The Community Center reserves the right to modify or amend job duties at any time.