

**Position Available  
Assistant Director for**

***AMICO 59<sup>th</sup> Older Adult Center***

AMICO 59<sup>th</sup> Street Senior Center is considered one of the premier senior centers in New York City, serving an ethnically diverse population of older adults. The center provides educational, recreational, nutritional, social work and mental health services.

Responsibilities:

Interact daily with members providing excellent customer service, fielding questions and responding to member needs

Assist in developing and implementing plans, programs and goals for the senior center

Work with Director to coordinate and supervise daily operations

Ensure compliance with all governmental regulations and internal policies

Create reports and submit to Director

Teach classes and or lead discussion groups with older members

Act as Director in Director's absence

Fulfill other duties as assigned by the Director

Qualifications:

The ideal candidate will have prior experience working with older adults in a community setting  
Bachelor's degree in social work or a related field

Possess excellent computer, oral and written communication skills

Preferred be fluent in Polish, Italian or Spanish

Salary & Benefits:

Yearly salary 40-42K, 4-week vacation time, 12 sick days and 10 holidays, health insurance provided