



Job Description Assistant Manager

Updated 12/14/23

Job Purpose

The Assistant Manager will advance the mission of the organization by supporting the Manager in the operation of the Clinic, volunteer recruitment and supervision, church and community engagement in alignment with the overall ministry and will meaningfully contribute to the culture of compassionate care at First Image/Ava.

Our AM will be:

A steward of relationships- Supporting and encouraging in the development of volunteers, as servants who pray, learn, and love unconditionally, thereby demonstrating sacrificial service.

A learner and teacher- A team player who thrives in an environment that values relationships, growth of individuals, and contributes to a culture of inspired action.

Reports to

Clinic Manager

Job Details

40 hours/week

Pay \$21/hour

Benefits: Medical, Vision, and Dental; Life & Long-term disability insurance; FSA; 403(b) retirement; vacation and sick accrual, paid holidays

Physical Demands

Must be able to remain in a stationary position 70% of the time.

The person needs to occasionally move about inside the office to access filing cabinets and office machinery, move objects of 20 or more pounds and bend or stand as necessary.

Constantly operates a computer and other office productivity machinery, such as a copy machine, and computer printer.

Occasionally ascends/descends stairs.

The person in this position frequently communicates with others who will have various inquiries related to service of Patients, Volunteering, and Clinic needs. Must be able to exchange accurate information in these situations.

Responsibilities

Support the leadership in managing the activities of the Clinic to ensure volunteers are equipped to meet the goals and objectives of the Clinic.

Support the leadership in the care and growth of volunteers, helping to identify that gifts and skills are being encouraged and utilized and that good communication is fostered.

Assist in the management of the business activities of the Clinic, ensuring that policy and procedure are routinely adhered to.

Work alongside First Image staff to help implement best practices for community partnership engagement, recruitment of volunteers, and patient health and well-being.

Attend continuing education as needed and be willing to teach and share what you learn with staff and volunteers.

Assist Manager in the continuing education needs of volunteers and give input to the Manager as to their progress.

Support First Image in cultivating a culture of generosity by participating in all First Image fundraising events and actively inviting others to partner in the work of the ministry through volunteering and giving.

Assist in delegated tasks for the daily, weekly, and monthly operations of the Clinic.

Qualifications

A thriving relationship with Jesus Christ demonstrated in her/his relationships and responsibilities.

Contagious appetite to learn and grow, teach and share their wisdom with others

Flexible and cooperative spirit.

Results oriented, teachable, and willing to be held accountable for short and long-term success.

Excellent communication, relationship, and organizational skills

Aligned with First Image's mission, vision, core values, and core convictions- see *First Image Core Convictions and Commitments 6-2020* document.

Significant comfort and experience with digital technology