

April 19, 2018

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY: Senior Center Program Assistant
Full Time – 35 hr. work week

WAGES: 31B - \$14.73 to \$21.25 per hr. (hired before 7/1/2003)
\$14.73 to \$19.95 per hr. (hired after 7/1/2003)

NATURE OF WORK: Please read the attached job description.

QUALIFICATIONS: High school diploma and one year of college level course work in recreation or related field, and one year working with the elderly population, or equivalent combination of education and experience. Must possess a valid CT State driver's license.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Personnel Department, Room #235, City Hall.

LAST DATE TO APPLY: **Monday, April 30, 2018.**

Senior Center Program Assistant

GENERAL DESCRIPTION:

This position assists in the general operations of the Senior Center. Assists in federal elderly nutrition lunch program and kitchen operations. Assists in the monitoring and enforcing department procedures ensuring safe participation in senior recreational programs, services, activities, and special events. Assists in the supervision of volunteers at the Senior Center.

SUPERVISION RECEIVED:

Works under the general supervision of the Senior Affairs Administrator.

EXAMPLES OF DUTIES:

Daily work in the Senior Center kitchen portioning and serving delivered food as part of the federal elderly nutrition program. Ensure sanitary and safe conditions for food preparation and serving areas. Also responsible for collecting data, compiling information, and preparing daily and monthly reports for the nutrition program.

Maintains inventory of kitchen supplies and equipment; setting up supplies and equipment for special events.

May assist with running routine errands for Senior Center supplies.

Assists with public relations duties such as preparing and distributing flyers, press releases, and brochures for Senior Center events.

May answer phone and check Senior Citizens in to the Center.

Conducts or assists with activities, special events, or classes for the elderly population.

Performs other duties as assigned.

Senior Center Program Assistant (continued)

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of a variety of recreation activities for the elderly population and the ability to communicate that knowledge into organized activities.

Basic knowledge of nutrition, kitchen and food handling procedures.

Basic knowledge of recreational equipment and correct operation.

Basic skill in operating office equipment and personal computer.

Ability to work independently of the supervisor.

Ability to communicate effectively, both orally and in writing.

QUALIFICATIONS:

High school diploma and one (1) year of college level coursework in Recreation or related field, and one (1) year working with the elderly population, or equivalent combination of education and experience. Must possess a valid Connecticut state diver's license.

SPECIAL REQUIREMENTS:

Must obtain Food Handler Certification or the ability to obtain within 3 months of hire.

Daily tasks will require constant standing, sitting, bending and lifting up to twenty (20) pounds.

Occasional weekend or evening work may be required during special events or activities.