

## SENIOR CENTER PROGRAM ASSISTANT

### **Position Purpose:**

Under general direction of the Director of Human Services, provides direct services to senior citizens. Develops, coordinates and facilitates a wide variety of programs and activities at the senior center.

### **Supervision:**

*Supervision Scope:* Performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of senior services.

*Supervision Received:* Works under the general direction of the Director of Human Services. Works independently, receives specific assignments and general instructions.

*Supervision Given:* May be assigned to supervise volunteers as needed. Supervision responsibilities include instructing, correcting volunteers on particular tasks. Frequently provides general objectives, detailed instructions and initial instructions. Will follow up with volunteers as necessary.

### **Job Environment:**

Administrative work is performed in a moderately noisy office.

Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes periodic contact with other municipal departments, state agencies, and frequently with the general public, senior centers, public health agencies; communication is frequently in person, by telephone, fax, e-mail and in writing.

Errors in judgment or omissions could result in delays in service, damage to buildings and equipment and legal ramifications.

### **Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Identifies the interests, capacities and needs of older persons who may come to the Center or other Town related programs.

Develops activities which are educational, recreational, cultural and health related, and coordinates and leads programs.

Works with senior groups (Senior Club, Senior Men's Breakfast, AARP), civic groups, clergy, health care providers (VNA Valley Care, McLean's), physicians, senior housing representatives, and others to schedule and supervise programs at the Senior Center.

Screens and contracts with instructors/leaders for a variety of programs including exercise classes, educational seminars, health screenings and support groups. Collaborates with community partners in offering programs and activities of interest to senior citizens.

Screens volunteers and conducts training programs for volunteers assisting in senior programs.

Maintains an active program of community outreach with the purpose of attracting new participants, as well as promoting understanding of the Center's purpose and support for its programs, through the use of news releases, meetings, forums, newsletters, and other informational materials.

Assists with Senior Van activities including scheduling trips, entering data and preparing reports.

Assists with the preparation and distribution of the bi-monthly newsletter. Maintains monthly calendar of events and schedules use of facility by other agencies.

Prepares and presents statistical data and narrative reports in oral and written form.

Provides administrative assistance of a complex and confidential nature to the Director of Human Services.

Acts as an advocate for elderly on federal, state and local level. Works with the Commission on Aging to increase awareness of and availability of all Senior Center programs and services.

**Other Functions:**

Demonstrates commitment to maintain and enhance skills by attending continuing education courses, training seminars, workshops and conferences related to the field.

Performs related work as required.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a Bachelor's Degree in Counseling, Gerontology, Counseling, Social Work, Social Sciences, Recreation, or some closely related field and one year of responsible experience in geriatrics, social services or recreation; OR an equivalent combination of education, work experience and training.

Special Requirements:

Valid Motor Vehicle Operator's License.

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the philosophy, principles, and techniques of planning and directing group, social and recreational activities in the senior center and the community. Knowledge of problems and special needs of the elderly and community resources available to assist them. Knowledge of federal, state and local laws, and ordinances and policies, relating to elderly services and municipal operations.

*Ability:* Ability to create marketing strategies and develop promotional material and records. Ability to develop, implement, lead and participate in senior center programs and activities. Ability to recruit, screen, train and supervise volunteers. Ability to represent the department and Town before various groups, agencies, and organizations. Ability to maintain confidential data. Ability to prepare and present narrative reports in oral and written form.

*Skill:* Excellent verbal and written communication skills; aptitude for working with people; aptitude for working with paperwork and developing promotional materials. Skill in using the above mentioned office equipment. Skills associated with supervision and training of volunteers.

**Physical and Mental Requirements:**

The work requires intellectual abilities and a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, and talk or hear; occasionally required to stand and walk; requires use of hands to finger or handle objects; and reach with hands and arms. Employee occasionally must be able to climb and kneel. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. This position requires the ability to operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*