

Benzie Senior Resources
Job Description
Senior Center Assistant

Classification

Non-exempt, part-time

Qualifications

- Experience working with older adults
- Event Planning
- Volunteer Management
- High School Diploma or GED
- Excellent communication skills
- Must be able to operate multi-line telephone system
- Basic knowledge of Microsoft Office including PowerPoint and Publisher
- Strong organizational skills

Responsibilities

- Greet public with courtesy
- Perform a variety of clerical duties
- Plan, schedule and implement activities and educational programs based on interests/ needs
- Coordinate and plan day trips with volunteers
- Maintain a high level of confidentiality
- Work directly with senior center volunteers
- Track daily activities
- Count daily congregate money with volunteers
- Assist in moving and rearranging furniture and setting up for special events
- Update senior center bulletin board
- Answer incoming telephone calls; transfer and direct calls to appropriate staff; take messages as necessary.
- Maintain activity sheets and congregate sign-in sheets
- Assist with coordinating entertainment, special events, and speakers
- Assist in decorating and preparing the center for special events and holidays
- Open and close senior center when necessary
- Participate in BSR Special Fundraisers and other assigned events
- Answer questions regarding BSR programs and refer to appropriate person for help
- Other duties assigned by the Senior Center Coordinator

Physical Demands

While performing the duties of this job, the employee is regularly required to reach with arms and hands, get up and down from chair, and occasionally lift or move objects up to thirty pounds.

I have reviewed and determined that this job description accurately reflects the position.

Supervisor Signature

Date

Employee Signature

Date