

## **Town of Sturbridge Job Description**

**Job Title:** Senior Center Program Assistant

**Department:** Council on Aging

**Reports To:** Council on Aging Director

**FLSA Status:** Non-Exempt

**Prepared By:** Melissa Beauchemin

**Prepared Date:** May 4, 2016

**Approved By:** Personnel Committee

**Approved Date:** June 15, 2016

**Approved By:** Board of Selectmen

**Approved Date:** July 5, 2016

**Grade:** 2

**Summary** Provides program support for programs and activities offered by the Sturbridge Senior Center

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Assists the Director and other staff with planning, coordinating and facilitating programming and events at the Senior Center.

Assists with monitoring and maintenance of the Senior Center building and equipment.

Assists with record keeping, answering telephone, preparing monthly newsletter, telephone contacts, greeting visitors and other duties as necessary.

Communicates with various community members, Tantasqua and Union 61 School staff and or business representatives.

May work with other town departments as necessary to meet the various needs of seniors.

Assist with implementation of Senior Center initiatives for the benefit and growth of the Senior Center and its attendees.

Directly interface with seniors and/or family members to maintain good communication and assess needs and changes.

Responds to requests and refers individuals to appropriate resources or available services as directed by the Senior Center Director.

## **Supervisory Responsibilities**

No supervisory responsibility

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High School graduate or equivalent; or up to one year related experience and/or training; or equivalent combination of education and experience in related field.

### **Language Skills**

Ability to write routine reports and correspondence. Ability to speak effectively to co-workers and constituents.

### **Other Qualifications**

Ability to deal with various human issues, including geriatric support, in a compassionate and sensitive manner. Must be able to communicate effectively. On occasion, janitorial duties may be required to ensure the safety and healthy conditions of the Senior Center. Must have initiative and be self-motivated. Hours may be flexible.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of email, spreadsheet software and word processing software.

### **Certificates, Licenses, Registrations**

None required

### **Other Skills and Abilities**

Good organizational skills, effective communicator, self-motivated.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.