

Town of Chaplin
SENIOR CENTER ASSISTANT
POSITION DESCRIPTION

Approved by the Board of Selectmen on May 9, 2019

NATURE OF WORK: Assists the Senior Center Director as needed to plan, organize, and coordinate a multi-service program designed to promote psychological, educational, cultural, physical, and social needs of Chaplin's Senior Citizens. The position is not part of a collective bargaining unit. This is a nonexempt, hourly, part-time position requiring a minimum of 3 hours of work per week and an additional 144 hours per year to cover for the Senior Center Director in their absence. This position does not offer employee benefits.

SUPERVISION RECEIVED:

The Senior Center Assistant will report to the Senior Center Director.

SUPERVISION EXERCISED:

N/A

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in planning, developing, coordinating and publicizing the detailed and comprehensive programs and activities for use in the Senior Center. This would include special programs, as needed, for seniors with disabilities and for any shut-ins.
2. Administer Senior Center funds throughout the year. Track all monies coming in and going out. Provide input to the Board of Directors regarding budgetary needs; apply for grants from State, Federal, and/or private sources.
3. Contact health and social agencies to provide health and related referrals as needed. Maintain rapport with other community groups and agencies to enhance senior service programs and activities. Attend meetings and seminars dealing with gerontology and senior service issues.
4. Prepare monthly newsletter and prepare public service announcements, press releases, and brochures as needed.
5. May assist in the coordination of fundraisers and attend as needed.
6. May attend monthly Board of Directors meetings and prepare a monthly report dealing with all aspects of the Center.
7. Assist in the coordination of volunteer recruitment.

OTHER JOB FUNCTIONS

1. Schedule outside use of Senior Center
2. Other duties as directed by the Senior Center Director
3. Performs related duties and responsibilities as required.

******** The duties listed above 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********

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MINIMUM QUALIFICATIONS

Education and Experience

- Education or experience in one of the following fields: gerontology, counseling, psychology or social work, but is less important than demonstrated skills and abilities, genuine caring for the elderly, sensitivity to their needs, and the willingness to learn and to seek out resources. OR
- Any equivalent combination of education, training and experience which provides a demonstrated ability to perform the duties of the position.
- Some experience in office and budget administration and computer usage is desirable.

Knowledge, Skills and Ability

- Knowledge of, or ability to learn, the principles and practices needed to effectively administer senior programs.
- Ability to plan, coordinate, and direct programs.
- Ability to effectively relate to a variety of people, particularly the elderly, and to encourage their participation in Senior Center activities.
- Knowledge of, or ability to learn, federal, state, and regional programs available to the elderly.
- Knowledge of, or ability to learn, psychological, social and health needs of the elderly.
- Ability to prepare effective narrative and statistical reports.
- Ability to communicate clearly orally and in writing.
- Ability to administer and office and budget.
- Ability to use computer software to design and publish newsletter and other materials.

SPECIAL REQUIRMENTS:

- Qualified Food Operator's license helpful (someone on site must have this license as long as meals are served at the Center.)

TOOLS AND EQUIPMENT USED:

Computer (word processing and publishing software), 10-key calculator, copier, phone, fax

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 frequently required to speak; hear; walk; sit; stand, bend; stoop, or crouch. The employee must have the ability to lift, move, reorganize and shelve books on a daily basis; which may weigh up to 25 pounds. The employee must have the ability to routinely use hands, fingers and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hand and arms. The employee may be required to climb stairs or ladders to various levels.

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Specific vision abilities required for this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must be able to hear normal sounds with the presence of background noise, as in hearing using a telephone.

The employee must be able to work harmoniously, cooperatively and courteously with others at all times. The employee must be able to interact with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

A criminal background check will be conducted prior to employment.

THE TOWN OF CHAPLIN IS AN EQUAL OPPORTUNITY EMPLOYER

******** *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.* ********