

Part Time Senior Center Assistant Program Coordinator:

Basic Duties:

Customer service of all types, including but not limited to answering phones, taking money for senior activities, office work to support all the activities and events happening for onsite and off-site activities, working under Recreation Department and all other entities related to City Government . This position works 24 to 28 hours a week.

Basic Qualifications:

- Must be proficient at basic computer skills.
- Must be able to move tables, chairs, speaker systems, podiums and other related items.
- Handles money and has keys to the building.
- Works alone at times in the building.
- Required to traverse 2 flights of steps and elevator.
- Self motivated
- Introduce guest speakers and occasionally asked to do a presentation
- Must be a problem solver when required
- Be able to work flexible hours, some nights and an occasional weekend.
- Be able to drive a mini bus **(NO CDL Required)**
- Light house keeping on occasion
- Work well under pressure
- Must be organized