

TOWN OF OLD LYME
SENIOR CENTER ASSOCIATE

Position Summary/ Purpose:

The purposes of this position is to assist the Director with the administration, clerical, planning, initiating, and coordinating of a comprehensive Senior Center. In the absence of the Director, will be in charge of activities and operations.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of 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 assignments to the position)

- Handles numerous incoming calls and visitors, assist with resolving problems when possible.
- Assist with the production of promotional materials, such as monthly press releases and newsletters, flyers, posters, quarterly and yearly reports.
- Maintain and update senior center database
- Collect and input monies received for trips, memberships, classes, donations, etc.
- Assist in turning in check requests in a timely fashion
- Sign up and tour new members
- Interact directly with seniors, staff, instructors, volunteers and the general public
- Open and Close Building in the Director's absence
- Assist Board Treasurer as needed to produce monthly board reports and prepare deposits
- Attend meetings in Director's absence
- Assist with the coordination of assigned Senior Center programs; including set up of furniture and equipment needed, supplies required, program instructors, speakers, and entertainers.
- Maintain confidentiality of records and information as appropriate
- Help coordinate programs and senior trips as assigned
- Run senior center related errands occasionally
- Works occasional nights and weekends
- Prepare correspondence for Director and Board as directed by the Director
- Assist in updating the senior center website

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue training and professional development
- Observe safe work practices
- Represent the Town in a professional and courteous manner at all times
- Regularly attend and is punctual for work

Minimum Required Qualifications

Education, Training, and Experience:

One (1) year of experience working with seniors required. Associates degree in recreation, gerontology, or a related concentration and those with experience coordinating programming for seniors in a similar environment preferred.

Knowledge Ability and Skill:

Knowledge: Must demonstrate proficiency with computers and software to include Microsoft Word, Excel, and Publisher. Experience with Schedules Plus software is strongly preferred.

Ability: Candidate must possess a strong administrative and clerical background and the ability to multitask and to assist older clients in a sensitive and compassionate manner.

Skill: Excellent verbal and written communication skills; excellent listening skills, aptitude for working with people and maintaining effective working relationships with various groups; good organizational skills; creative skills.

Supervision:

Works under the supervision of the Director following professional standards, procedures, and policies.