

Logan County

Job Description



Title:	Senior Center Assistant (Temp)	Grade:	
Division:	Commissioners	Effective Date:	07/17/17
Department:	Heritage Center	Last Revised	07/17/17

GENERAL PURPOSE

Performs a variety of routine **administrative support** duties related to the functions of the Heritage Center with primary focus on Nutrition Site Program.

SUPERVISION RECEIVED

Works under the general supervision of the Heritage Center Coordinator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Provides clerical and secretarial support to the Heritage Center Coordinator, which may include organizing and maintaining the various programs hosted by the Heritage Center.

Responsible for preparing all paperwork for new and current clients and volunteers. Verify accuracy of paperwork required for the Meet & Eat program and home delivered meals; oversee volunteers; coordinating routes and volunteers each day. When volunteers are not available, will assume the duties of the absent volunteer if a replacement volunteer is not available.

Provide training to volunteers. Work with Senior Service Coordinator in solving problems and volunteer recruitment.

Assist with registration and collecting fees for the Silver Sneakers® exercise program and Heathway's® system, and work with volunteers to prepare the building for various daily activities.

Assist the Heritage Center Coordinator with designing and creating newsletters, dinner tickets, ballots, senior directory, etc. and mailing when appropriate.

Maintains a level of communication and teamwork with fellow agencies such as Area Agency on Aging, partnering home health agencies and other organizations.

Provides assistance to the Senior Citizen's Club and Council on Aging with their meetings and various activities.

Follow procedures and protocol on renting the Heritage Center for public use of the building after normal business hours and weekends. Ensure that contracts, deposits, keys and the required walk-through are completed for each renter. Provide the needed documentation, paperwork and make deposits, return deposits as appropriate.

Performs related duties as assigned by the Heritage Center Coordinator.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED.

2. Required Knowledge, Skills, and Abilities:

Must be familiar with bookkeeping; English composition, spelling, grammar, punctuation, etc.; interpersonal communication skills and telephone etiquette; standard office equipment operation including computer equipment and related software used within the office environment.

Working knowledge of Word Processing, including Microsoft Word, Excel, Internet Explorer, Microsoft Publisher, data entry and social medias such as Facebook.

Ability to multi task, good organizational skills. Communicate and establish and maintain effective working relationships with County staff, representatives of other agencies and the public; operate standard office equipment efficiently; communicate effectively, verbally and in writing; make basic decisions where established procedures do not always apply; perform basic mathematical computations; to work on multiple projects and prioritize work as necessary to meet multiple deadlines and goals; work independently when supervision is not readily available; maintain confidentiality as needed to assure responsible public and administrative interactions.

3. Special Qualifications:

Must possess a valid Colorado State driver's license.
Must be 18 years of age.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, involving muscular strain, such as walking, standing, stooping, sitting, reaching, **lifting tables and chairs, moving boxes of food**, climbing ladders **Must be able to lift up to 40 lbs.** Talking, hearing and seeing required. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity necessary. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking; guided and creative problem solving.

5. Flexible working hours within normal hours of business. May be responsible for opening and closing the facility.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)