

**CAMPBELL COUNTY FISCAL COURT  
POSITION DESCRIPTION**



<b>Position Title:</b>	Senior Center Assistant
<b>Department:</b>	Senior Center
<b>Reports To:</b>	Senior Center Manager
<b>FLSA Status:</b>	Non-Exempt, hourly
<b>Employment Status:</b>	Part Time – Less than 24 hours weekly
<b>Pay Grade:</b>	<b>2</b>

**SUMMARY:**

Under direct supervision of the Senior Center Manager, the Senior Center Assistant performs a variety of tasks related to the day-to-day Senior Center and Wellness Center operations and senior recreational/instructional programming. Senior Center Assistant job assignments may change daily as determined by the Senior Center Manager and/or the Wellness Center Specialist.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** includes, but are not limited to:

- Monitors daily educational, social, and recreational activities at the senior center;
- Assists in delivering senior programming such as craft class, painting class, and schedules guest speakers;
- Ensures items required for senior center operations are stocked appropriately and arranges facilities appropriately for events and programs;
- Performs various administrative tasks such as data-entry, client filing, records maintenance, answering phones, greeting visitors and members and assists both as needed;
- Coordinates and facilitates monthly state-mandated nutritional programs;
- Assists with the food commodity delivery program and special events such as Thanksgiving Dinner, Holiday Dinner, Volunteer Recognition Dinner and the Senior Citizen Picnic;
- Oversees daily lunch program, including ordering, picking up, and dispensing lunches and collecting lunch money;
- Serves as the State Health Insurance Program (SHIP) volunteer;
- Provides information to seniors regarding services and agencies to assist senior citizens with various needs;
- Assists with daily activities in the Wellness Center including the safe usage of all equipment and ensuring that equipment is clean and in working order;
- Assists with planning, promoting, implementing and evaluating wellness center classes and activities as needed; assists with class and activity set-up;
- Provides instruction on fitness equipment as needed and conducts weekly new member equipment orientations, and may conduct fitness assessments as needed;
- Performs various administrative tasks such as client file and records maintenance, entering client data, monthly calendar entry in the Universal Participating Tracking System Software; data-entry in Social Assistance Management Software;
- Prepares documents used daily for Wellness Center operations and new member registrations;
- Assists with registrations, and responds to requests for information about wellness programs and services;
- Tracks daily attendance and participation related to wellness events; and
- May assist with daily housekeeping duties, assumes duties/responsibilities of coworkers, and performs other duties as assigned.

**QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):**

- Excellent interpersonal skills and ability to meet with and deal tactfully and courteously with senior citizens, the public, elected officials and others;
- Intermediate computer skills, including proficiency in Microsoft Word and Excel, Publisher, Access, and Internet Explorer;

- Intermediate mathematical skills;
- Knowledge of exercise science, wellness and aging services fields;
- Ability to properly use blood pressure equipment; and
- Ability to meet the physical demands of the job, which include, but are not limited to, sitting, standing and stooping, walking, kneeling, crouching and lifting objects that weigh less than 40 pounds.

**EDUCATION AND EXPERIENCE:**

High School diploma or equivalent and two years of customer service or wellness/exercise experience preferably in a senior center or similar environment and/or equivalent combinations of training and experience. An Associate’s Degree in exercise science, health education, aging studies, gerontology or any other health/exercise field of study is preferred. ,

**NECESSARY SPECIAL REQUIREMENTS:**

- Possesses valid driver’s license; and
- Willingness to work a flexible schedule up to 24 hours per week.
- CPR, First Aid, Basic Life Support and AED certifications or ability to obtain certification within the first six months of employment as the Senior Center Assistant. Maintenance of certifications is a condition of continued employment.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date