



JOB DESCRIPTION: Program Assistant- Senior Services

Job Title: Program Assistant	Type of Position: Part-Time
Unit/Division: Senior Services	Reports to: Senior Services Director
Review: Every Two Years	Last review date: 5/1/2024

GENERAL DESCRIPTION

The Town of Jamestown proudly supports its Senior Center by providing a broad base of social, health and wellness, and learning programs to its residents aged 55+. Under the direct supervision of the Senior Services Director, this position supports the mission of the Senior Center by working closely with the Director in program implementation and engages with users of the Center. This is a year-round position under the general guidance and direction of the Senior Services Director and/or other duly assigned management staff within the department.

DUTIES AND RESPONSIBILITIES

1. Maintain a digital database system of all who use and/or volunteer at the Senior Center.
2. Assist with maintaining an online class registration and payment system.
3. Facilitate registration for special events with seniors that do not utilize online registration.
4. Assist Director in coordinating on-site workplace events and the scheduling of annual special events.
5. Oversee daily activities as developed by the Director, with direct responsibility for arranging the physical environment to accommodate specific programs.
6. Respond to program queries; answer phone and direct calls accordingly
7. Provide support to the Meal Site Coordinator as necessary.
8. Provide assistance with coordinating volunteers.
9. Perform related duties and paper work as required.
10. Additional duties as assigned by Senior Services Director as deemed necessary.

JOB REQUIREMENTS

1. Work experience with the senior population preferred.
2. Must possess excellent interpersonal, communication and organizational skills.
3. Computer skills with data base experience.
4. Have the ability to take initiative, work cooperatively and maintain confidentiality.
5. Bachelor's degree preferred or applicable job experience.
6. Must possess valid driver's license.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

The employee is required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand, walk, talk, see, hear, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

This employee works primarily in the Senior Center with occasional trips offsite.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job. Other duties may be required by the Senior Services Director.