

Town of Charlotte

JOB DESCRIPTION

Assistant to the Senior Center Director

Job Title: Assistant to the Senior Center Director

Qualifications:

Excellent communication skills

Excellent organization skills

Intermediate computer skills with data base experience

Ability to take initiative, work cooperatively, and maintain confidentiality

Bachelor's degree preferred or applicable job experience

Job Summary

The position is under the direction of the Senior Center Director, and assists the Director primarily by 1) coordinating volunteers, 2) overseeing course registration and payments, 3) managing the Center's digital volunteer data base, and 4) interacting and engaging with the users of the Center. The Assistant to the Director is an employee of the Town of Charlotte.

Specific Duties and Responsibilities

- 1) With the Director refine guidelines for all Senior Center volunteers. Recruit, train, and oversee volunteers who are involved with:
 - Kitchen duty, cooking teams, hosting and other volunteer activities
 - Host scheduling
 - Red Cross blood drives
- 2) Maintain a digital database system of all who use and/or volunteer at the Senior Center; produce mailing lists; help coordinate quarterly schedule mailings
- 3) Assist with maintaining an online class registration and payment system utilizing, if necessary, outside consultants and software to make it user friendly
- 4) Coordinate system for tracking and ordering supplies for office, kitchen and cleaning
- 5) Assist the Senior Center Board and Director in coordinating and scheduling special events
- 6) Attend monthly Senior Center Board meetings and report to the board in a timely manner on activities, concerns, ideas, etc.
- 7) Be familiar with the Senior Center facility and its systems for safety: alarms, repairs, ventilation, etc. and report abnormalities and issues to the Senior Center Director
- 8) Undertake other duties and tasks as assigned by the Senior Center Director

Supervised by: Senior Center Director; as a town employee, the Assistant is ultimately responsible to the Town Administrator and Selectboard.

Supervises: N/A

Hours: Fewer than 20 hours per week, to be determined at time of hire. Having the ability to be flexible in scheduling hours worked is important.

Compensation: Compensation is in accordance with the Town of Charlotte Salary Administration Policy, and commensurate with qualifications and experience. The position is paid on an hourly basis, and is non-exempt under the Fair Labor Standards Act. There are no health insurance or leave benefits offered with this position.

Working conditions: The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

Approved by the Selectboard: April 12, 2021