



## **JOB DESCRIPTION**

**SENIOR CENTER**

**ACTIVITIES ASSISTANT**

### **JOB SUMMARY**

The part time (29 hours) Activities Assistance for Springville Senior Center is responsible for assisting the Senior Center Director in any and all activities provided for the Seniors by City of Springville. This will include managing the meal service, developing programs, office paperwork, cleaning, promoting activities, and interacting with the community Seniors.

### **DEPARTMENT**

- Public Works

### **IMMEDIATE SUPERVISOR:**

- Senior Center Director

### **PAY**

- 10.50 per hour

### **JOB DUTIES and RESPONSIBILITIES:**

- Operate vehicle to carry out daily homebound meal program
- Responsible and accountable for providing general information to the public and assisting them with their concerns and complaints when possible.
- Assist with serving lunch
- Light paperwork associated with accurate record keeping
- Clean and maintain bathroom and kitchen cleanliness
- Develop understanding of applicable City rules and report any violation appropriately.
- Setting up and creating unique and engaging activities to add to current programming
- Update website and social media with current and accurate information
- Develop monthly calendar and newsletter
- Fill in as Director in an event they are absent
- The above is not intended as an exhaustive list of duties / responsibilities and the employee shall be required to perform any and all other related duties as directed by the Parks and Recreation Coordinator.

### **JOB REQUIREMENTS**

### **Qualifications:**

- Valid driver's license
- High School Diploma or G.E.D
- Experience in a Senior Center is highly desired

### **SKILLS**

- Capacity to work both independently and in a team environment
- Ability to adapt to the daily challenges associated with a busy work environment
- Excellent communication and customer service skills
- Strong problem solving, conflict management and organizational skills
- Ability to work flexible hours
- Knowledge in senior center programming is desired
- Working knowledge of City properties and programs is desired

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands of the position are significant. While performing the duties of this job, the employee will frequently be required to walk, stand, sit, bend, talk and hear, and use hands to finger, handle or feel. The employee must be able to lift and/or move up to 30 pounds and may be required to do so on a frequent basis. The employee will be required to exert significant physical effort to perform the job duties and responsibilities of this job. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works primarily indoors but may involve occasionally outdoor work. The noise level in the work environment is usually moderate.

Please submit City of Springville application and resume to [parks-rec@springvillealabama.org](mailto:parks-rec@springvillealabama.org)