

**ASSISTANT TO DIRECTOR OF SENIOR SERVICES
JOB POSTING**

Charter Township of Commerce is hiring an Assistant to Director of Senior Services. If you are a self-motivated, independent individual that enjoys working with senior citizens this is the job for you. This position offers competitive pay, health insurance, dental and vision, personal time off, 401A retirement plan and advancement opportunities. If this seems interesting to you, visit our website at commercetwp.com/employment to view job description and application. Send your application and resume to : email jbushey@commercetwp.com or mail to Janet Bushey, Human Resources. 2009 Township Drive, Commerce Township, Mi 48390

Typical Hours are Monday - Friday from 8:00am-4:30pm

Duties and Responsibilities may include, but are not limited to, those that help in attaining the Richardson Senior Center Mission of "We will continually strive to offer programs and services that enhance the quality of life; while ultimately maintaining the dignity of the residing older adult population of Commerce Township":

Please see attached Job Description for more specifics.



CHARTER TOWNSHIP OF COMMERCE

Job Description

Senior Services Coordinator

SUMMARY

Responsible for assisting the Director of Senior Services and Parks & Recreation in all Senior activities that are relative to the Department.

REPORTS TO

- Director of Senior Services and Parks & Recreation

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities may include, but are not limited to, those that help in attaining the Richardson Senior Center Mission of "We will continually strive to offer programs and services that enhance the quality of life; while ultimately maintaining the dignity of the residing older adult population of Commerce Township":

- Serves as the secretary to the Director for any senior services, schedules appointment, maintains office files and screens phone calls
- Coordinate, plan and implement Senior Programs including recreational, entertainment, educational, craft and exercise activities
- Ability to open and close the Richardson Senior Center in the absence of the Director
- Ensure the Richardson Senior Center is properly maintained and kept orderly and clean
- Set up and arrange the senior center for daily functions and activities
- Check in seniors for daily activities
- Monitor Senior Center attendance daily/weekly/monthly
- Maintain accurate records of Senior Center attendees
- Maintain records of activity/fitness instructor credentials (certifications/insurance)
- Seek out and assist in writing grants for senior programming
- Participate in Senior Leadership calls as scheduled
- Actively engage and participate with the senior population at the Center
- Answer public inquiries in person and over the phone
- Ability to use Microsoft Office to prepare reports and documents
- Lead seniors in programs created to provide a warm, caring environment to assist our older adult population in maintaining and enhancing their independence.

- Provide guidance in a wide variety of personal service areas involving the senior population
- Create and maintain a good working relationship with local government officials that provide information and services to the senior population
- Create and maintain a good working relationship with local companies and organizations that provide services to the senior population
- Design and create The Richardson Review, center newsletter, to keep seniors informed of activities, events and changes in the community and at the senior center
- Set up and conduct activity and class registration for senior programs
- Coordinate with Meals on Wheels to provide meal services for the senior population in the community
- Coordinate with local and national travel companies to provide engaging trips for the senior population
- Communicate and coordinate senior transportation with the contracted vendor and track monthly ridership numbers
- Prepare and maintain appropriate records and reports, report monthly to Director of Senior Services and Parks & Recreation
- Maintain information on the Township's website, and social media, is up to date
- Work with Parks & Recreation Coordinator to ensure facility is set up for facility rentals
- Assist with special events for the community
- Perform related duties as assigned

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended as an exhaustive list of all job duties performed by personnel classified.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High School Graduate or equivalent with 6 months or more clerical experience.

LANGUAGE SKILLS

Ability to read, analyze, communicate and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from management, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to calculate basic figures in order to manage money, such as making change.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This job will include occasional moving of furniture in the center. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must frequently lift and or move up to 25 pounds. Specific vision abilities required by the job include close, vision, distance vision, color vision, peripheral vision, depth perception and 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities