

Job Posting

September 12, 2019

POSITION

Administrative Assistant FT – Sumner Houses Senior Club

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

Based on experience

REPORTS TO

Director of Senior Club

JOB SUMMARY

Under the general supervision of the Program Director, assigned in all the overall administration of the program. Provide assistance in coordinating educational and recreational activities, assist with supervision of volunteers and responsible for participant registration/ data base. Provide Information and Referral services for senior participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide information, entitlement counseling and referrals to senior members and drop-in seniors from the community
- Maintain an up to date file on entitlements and benefits
- Compile information and referral logs as required by the funding source
- Maintain client records including case notes, documenting follow up and outcomes
- Identify clients who require additional social service services, benefits or entitlements and refer to the appropriate agency for assistance
- Responsible for senior center membership enrollment including data entry into funding source required database.
- Assist with educational/ recreational activities, special events and trips as needed.
- Attend relevant trainings in order to stay up to date on resources available to senior citizens.
- Assist Director with supervision and coordination of activities of volunteer workers.
- Work with director in program planning and development.
- Compile statistics, prepare reports, and keep attendance and other required records, input service statistics into the required data base.
- Represent agency in community and interagency activities.
- Substitute for director when necessary.
- Other duties as required by the supervisor of the site.

EDUCATION EXPERIENCE

An Associate's Degree and two years of administrative, customer service or human services experience or High School Graduate or GED equivalent with at least one year experience in a community services or senior center environment.

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Kenneth Lauritzen
Director of Senior Services
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copy to

Sandra Christian
Vice President Seniors
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