



CHARTER TOWNSHIP OF WHITE LAKE

JOB POSTING

DUBLIN SENIOR CENTER

PART TIME ASSISTANT

The Charter Township of White Lake is accepting applications for a part time Assistant for the White Lake Township Senior Center.

The part time Assistant position is a hands-on position, working directly with the Senior Center Director, Program Developer and residents. The part-time assistant will support the full-time staff during events, activities, and may cover the office in the absence of the full-time staff. Responsibilities include planning, developing and promoting in-house programs for health and fitness, recreational, educational and supportive programs for senior participants.

The part-time assistant may also assist the Program Developer and the Senior Center Director in the development and writing of the center's newsletters and Facebook page.

An Associate degree and service experience working with the public is preferred, preferably experience working with seniors.

This is a part time position with an hourly salary range of between \$16 to \$25 per hour, commensurate with experience. Hours will vary from 15 to 20 hours per week, flexibility required, workdays are Monday through Friday.

Applications and a complete job description may be obtained from the White Lake Township website at <https://www.whitelaketwp.com/jobs> .

Applications and resumes must be submitted to White Lake Township, Attn: Human Resources at 7525 Highland Road, White Lake, Michigan 48383.

White Lake Township is an Equal Opportunity Employer – F/M/D/V

Posted July 20, 2023