

**CHARTER TOWNSHIP OF WHITE LAKE**  
**Job Description**

**PART TIME ASSISTANT**

**Department: Senior Center**

**Non-Exempt**

**Approved: July 18, 2023**

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**General Summary:**

Under the general supervision of the Senior Center Director. Provides administrative support to the Senior Center Director and Program Developer as assigned.

**Responsibilities:**

- Develop, schedule, and promote a variety of in-house programs for health & fitness, recreational, educational, and supportive programs for senior participants.
- Provides excellent customer service to residents, answering inquiries and providing resources.
- Answers telephones, copy, file as needed to maintain office files.
- Type correspondence, form letters, and standardized documents unique to the department. May also prepare reports under the direction of the department head.
- Greets and assists visitors and residents in a friendly manner and demonstrates a willingness to offer assistance.
- Assists with special projects as needed.
- Collect and deposit program fees.
- Solicit local businesses for donations to senior events.
- Create and keep an updated list of most commonly asked for referrals and resources for seniors and their families.
- Assist Director with the development and writing of newsletters, Facebook page, website, and flyers.
- May cover the office in the absence of the Senior Center Director and Program Developer.

**Qualifications:**

- High School graduate or equivalent. Associate degree preferred.
- One or more years of service experience working with the public, preferably with seniors.
- Strong oral and written communication skills.
- Proficient in MS Word and Outlook.
- Experience using social media.

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

**Other Requirements:**

- Experience working and interacting with seniors.
- Ability to operate business equipment including copy machine and windows-based PC.
- Ability to work a flexible schedule.
- Strong interpersonal skills.
- Certified in CPR or ability to get certified.
- Ability to lift, move and stack tables and chairs.

**Working Conditions and Physical Demands:**

- The essential functions of this position are primarily administrative functions. Intermittent standing and walking as necessary.
- Must be able to lift and/or move up to 25 pounds primarily moving tables and chairs when setting up for functions at Senior Center.
- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to use hands and arms to operate office equipment, and is regularly required to walk, stand, balance, stoop, and crouch.

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