



## Job Opportunity

### Activities Assistant (Senior Center)

- Location:** Mather Center, 2 Renshaw Road, Darien, CT
- Hours:** Part-time, 19.5 hours/week, M-F, approx. 10 a.m. to 2 p.m.
- Compensation:** \$20.00 to \$23.25 per hour
- Closing Date:** June 30, 2023

#### **Distinguishing Characteristics:**

Assistance to ensure the provision of administrative services, member services and program support in the offering of stimulating, diversified, well-rounded programs, events and activities of the Darien Senior Program at the Mather Center. The Activities Assistant maintains and improves upon efficiency and effectiveness of all areas of responsibility.

**Supervision Received:** Receives general direction from the Director of Senior Programs and Program Specialist.

**Supervision Exercised:** May provide leadership to volunteers assigned to various programs.

#### **Examples of Essential Duties:**

- Assist in the development, scheduling and implementation of recreational, cultural and social activities, special programs and events for members, which may be in-person or virtual, and may include evening and weekend hours;
- Support Program Specialist in communicating with program leaders and instructors;
- Assist Program Specialist in recruitment, orientation, training, scheduling and coordination of volunteers for various activities and functions at the Center;
- Notify the Director or Program Specialist when special needs of a member are observed;
- Assist with lunch program as needed;
- Conduct outreach and provide information on activities, programs and services to members and the community;
- Answer the phone providing Center and program information;
- Greet members, assist with program registration/sign-in, and collection of program fees;
- Contribute to monthly newsletter and weekly member email communication which may include drafting and editing articles;
- Maintain accurate files; assist in maintaining confidential member records/database, and with statistical reporting on program-related data;

- Maintain and update Center information and programming news on various forms of social media, Town website and Senior Programs portal to increase the awareness and visibility of the Center to include marketing of the course offerings and programs;
- Maintains confidentiality at all times; and
- Perform related duties as required.

### **Minimum Qualifications:**

- Associate's degree from an accredited college or university with coursework in recreation administration, gerontology, human services, or closely related field with training in recreation, gerontology or leisure activities, plus two (2) years of work experience in a senior center, social services setting or recreational field; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Working knowledge of issues and problems affecting the elderly and a genuine desire to assist them in maintaining their independence and best quality of life;
- Ability to relate effectively with seniors;
- Ability to implement a variety of social, academic and recreational activities;
- Working knowledge of effective methods of outreach and promotion to the community, including social media;
- Ability to establish and maintain an effective working relationship with other employees, departments, and the general public;
- Knowledge of office procedures and equipment;
- Considerable computer skills with experience in Microsoft Office Suite (including Outlook, Word, Excel, PowerPoint, Publisher). Experience with Constant Contact or similar email marketing software, MySeniorCenter.com or similar software for senior centers, social media platforms (such as Facebook), and virtual meeting software (e.g., GoToMeeting, Zoom, etc.) preferred;
- Must be trained and then maintain ServSafe, first aid and CPR/AED certifications; and
- Required to possess and retain a valid Motor Vehicle Operator's license.

### **Application Procedure**

Applications may be emailed to [kdunn@darienct.gov](mailto:kdunn@darienct.gov) (Reference "Activities Assistant" in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following three (3) documents:

1. Cover Letter;
2. Typed Town of Darien [Employment Application](#); and
3. Resume.

*The Town of Darien is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.*

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