



## **Senior Community Center - Resource Center Assistant**

**Affton, MO (63123)**

8:00 am – 2:00 pm M-F (30 hrs./wk.)

No Evenings or Weekends!

### **General Description:**

- Responsible for coordination and oversight of all the senior community center programs and activities (this is a senior community center, not a nursing home or senior day care center)
- Responds to calls from home delivered meals (Meals on Wheels) clients, adds clients to meal delivery routes as needed
- Responsible for bank deposits
- Assist with coordination of quarterly delivery of shelf stable food commodities boxes to home bound meals on wheels participants.
- Represents the agency and its programs to the community, host agency, volunteers and participants
- Responsible for related data collection and submission
- Responsible for volunteer recruitment and oversight

### **Requirements:**

- High School diploma or equivalent (some college preferred)
- Ability to quickly adapt to new situations, highly dependable and flexible
- Competency in Microsoft Word, Excel, and Outlook
- Three years' experience in a position in which management skills were exhibited
- Prior experience in public speaking and working with volunteers (preferred)
- Excellent written and verbal communication skills
- Must have or be willing to obtain CPR certification
- Local travel is required. Must have or be willing to obtain a Class E driver's license, have dependable transportation and state minimum required auto insurance
- Pre-employment drug test & background check
- Ability to lift up to 40 lbs. from floor to waist and carry 30 lbs. for up to 50 ft.

### **Benefits Package:**

- \$18.55/hr (30 hrs./wk.)
- Medical, PPO or HSA
- Dental, and Vision
- Excellent retirement savings plan
- 13 Paid Holidays
- 17 Days PTO
- Life Insurance with buy-up options

*Interested in this position? Contact*

*H.R. Specialist Laura Reich Direct*

*ph: (636) 207-4231*

[Lreich@agingahead.org](mailto:Lreich@agingahead.org)

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