



## CHARTER TOWNSHIP OF VAN BUREN

### JOB VACANCY

**Position Title:** Senior Specialist

**Department:** Senior Center

**Classification:** Part-Time

**FLSA Status:** Non-exempt

**Opening Date:** March 3, 2017

**Closing Date:** Open until Filled

**Starting Hourly Wage:** \$10.00

#### **General Duty Statement:**

Van Buren Charter Township is now accepting resumes for a Senior Center Specialist

#### **Position Summary**

The Senior Center Specialist is a part-time position under the supervision of the Senior Director, assists in the planning and implementation of programs and activities for senior adults. Responsibilities include supervision of volunteers and other part-time paid personnel, general counseling and referral, transportation, nutritional services, records, evaluation, policy procedures and publicity.

#### **Essential Job Functions, Duties and Responsibilities**

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

- Plans and implements recreation classes, events and trips for senior adults.
- Evaluates present programs and activities, assessing participant's needs and interests.
- Makes recommendations for new programs.
- Purchasing of operation supplies and preparation of financial reports as needed.
- Prepares newsletters, maintains files and records of activities.
- Maintains positive public relations, prepares correspondence, publicity and social media updates in order to keep Township residents informed of the activities that are available.
- Research and recommends policy and procedures.
- Provides information and referral assistance in addition to basic counseling to senior adults in regard to supportive services offered by other public service agencies.
- Coordinates daily nutritional services on-site and for homebound senior adults.
- Performs related and incidental work as assigned.
- Demonstrates regular and predictable attendance.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position.

- Must possess high school diploma or equivalent.
- Ability to maintain a valid State of Michigan driver's license with no major traffic convictions.
- Ability to operate basic computers and software applications.
- Skill in communicating verbally and in writing and interacting with customers in a professional and ethical manner.
- Ability to establish and maintain effective working relationships with staff, supervisors and the general public.
- Must be reliable and work cooperatively as part of a team.
- Ability to perform job duties with minimal need for direct supervision.
- Ability to adhere to deadlines.
- Must be willing to work overtime, evenings, and/or weekends to accommodate the needs of the Township.

High School Graduate or College Student with supplemental training and experience in general office preferred. Customer service experience and knowledge of computer applications is strongly desired. A minimum one year experience with recreation programming for senior adults. A combination of education and other experience pertaining to this position may be considered.

Revised: 03/10/2017

**Physical Abilities and Work Environment**

While performing the duties of this job, the employee is frequently required with or without reasonable accommodations to do the following: talk, hear and have normal sight and vision and be able to identify and distinguish colors. The employee is frequently required to read paper documents and view information on a computer screen. The employee frequently is required to stand and walk. The employee is frequently required to use hands to finger, handle or feel. The employee is frequently required to reach with hands and arms above the employee's head or at ninety degrees to the employee's shoulders. The employee is frequently required to climb and descend stairs and ladders. The employee is frequently required to squat, bend, stoop, kneel, crouch or crawl.

Please submit a cover letter, resume and application to:

[nsumpter@vanburen-mi.org](mailto:nsumpter@vanburen-mi.org).

The Charter Township of Van Buren is an equal opportunity employer