

CITY OF IRWINDALE

SENIOR CENTER ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, assists in planning, promoting, coordinating and conducting a variety of senior recreation special events, workshops, programs and services; performs a variety of administrative functions; and performs other duties as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in planning, promoting and coordinating senior center special events, workshops, programs, activities, trips and events.
2. Plans and coordinates special events at the senior center; designs flyers to promote events and programs, orders supplies, food, and decorations, and processes invoices.
3. Performs a variety of office support functions, including preparing memos and correspondence, organizing records, following up with program participants and staff, and maintaining class rosters and attendance logs.
4. Assists with compilation of data for reporting purposes.
5. Schedules guest speakers and health screenings; promotes events and contacts vendors.
6. Answers phone and provides information to customers; assists patrons with questions and concerns.
7. Registers participants and takes payments for events, activities, and the nutrition program; reconciles the register at the end of the day; and takes reservations for transportation services.
8. Coordinates facility rentals including maintaining Community Center and Irwindale Mission rental calendars; takes reservations, meets with clients to show sites; verifies that renters meet insurance requirements; and ensures adequate staffing for rental events.
9. Assists with contracts administration and works with a variety of vendors and independent contractors; ensures that contractors meet insurance requirements.
10. Assists in the supervision of Summer Youth participants and volunteer staff.
11. Assists with coordination of the nutrition program including packaging and delivery of meals to homebound seniors; serves meals; ensures that the kitchen is well-maintained and clean.
12. Transports seniors to various locations.
13. Plans and attends monthly trips for seniors; chooses the destination and finds the best route using public transportation.
14. Assists with fundraising activities such as pancake breakfast and casino bus trip.
15. Assists with furniture arrangement, equipment set-up, and room decorations for special events; inspects and cleans facilities, including kitchen area.
16. Assists with the care and maintenance of equipment.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Program and facility operations and practices.
Principles and practices of record keeping and reporting.
Basic math.
Techniques of public relations and customer service practices.
Methods and techniques of first aid and CPR.
Appropriate safety precautions and procedures within the area of assignment.
Modern office procedures, methods and equipment including computers and applicable software applications.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Plan and coordinate special activities and events.
Learn and apply office and facility policies and procedures.
Apply safe food handling practices.
Respond to emergency situations and administer first aid or CPR as necessary.
Organize and maintain office records.
Type at a speed necessary for successful job performance.
Operate office equipment including computers and applicable software applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year experience coordinating leisure activities and health and food service programs.
Experience working with older adults is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of, or ability to obtain, certification in basic first aid and CPR within 30 days.
Possession of, or ability to obtain a valid Food Handler Certificate within 30 days.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office and senior center environment; travel to different locations; incumbents may be required to work extended hours including evenings and weekends.

Physical: The employee is regularly required to stand, sit, walk, talk and hear, in person and by telephone; lift, straighten, and move tables and chairs and/or equipment to arrange facilities for special events and/or meetings. Employee may also occasionally lift, move, and carry objects weighing up to

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Senior Center Assistant (Continued)

40 pounds. Finger dexterity and light grasping is required to handle, feel, and operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally bends, stoops, lifts, and carries records and documents, typically weighing less than 20 pounds. Sensory demands include the ability to see within normal range, and talk, and hear, and use electronic touch keypads. The noise level is moderate, typically below 70 decibels.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates