



Resource Center Assistant

Ferguson, MO

8:30 a.m. – 2:30 p.m. (30 hrs./wk.) Mon-Fri

No Evenings or Weekends!

General Description:

- Responsible for coordination and oversight of all Senior Center non-nutrition programs and activities
- 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)
- Working knowledge of 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 is desirable
- Excellent written and verbal communication skills

Benefits Package:

- \$12.54/hr. (30hrs./wk.)
- Medical, PPO or HSA
- Dental
- Excellent Retirement Savings Plan
- 12 Paid Holidays
- 12 Days' Vacation Pay
- 12 Days' Sick Pay
- Life Insurance with buy up options

Interested in this position?

Contact H.R. Specialist Laura Reich

Direct ph: (636) 207-4231

lreich@agingahead.org

EOE