



Senior Community Center - Resource Center Assistant

Quad Cities, MO 63019

8:00 a.m. – 2:00 p.m. (30 hrs./wk.) Mon-Fri

No Evenings or Weekends!

General Description:

- Responsible for coordination and oversight of all senior community center non-nutrition programs and activities (this is a senior community center, not a nursing home or senior day care center)
- 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)
- Highly dependable and personable
- Working knowledge of Microsoft Word, Excel and Outlook software programs
- 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
- Pre-employment background check and drug test
- Must have or be willing to obtain COVID-19 Vaccination(s)

Benefits Package:

- \$14.50/hr. (30hrs./wk.)
- Medical, PPO or HSA
- Dental
- Excellent Retirement Savings Plan
- 13 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

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EOE

Diverse candidates are encouraged to apply