



Senior Community Center - Resource Center Assistant

St. Clair, MO 63077

8:00 am – 2:00 pm M-F (30 hrs./wk.)

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)
- Ability to quickly adapt to new situations, highly dependable and flexible
- Competency in 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 (preferred)
- Excellent written and verbal communication skills
- Although position in mainly administrative, it does require the ability to lift and transport program materials; lifting requirements will not exceed 40 lbs floor to waist
- Local travel is required. Must have dependable transportation, a valid MO driver's license and state required minimum automobile insurance
- Pre-employment drug test & background check
- Must have or be willing to obtain COVID-19 Vaccination(s)

Benefits Package:

- \$14.50/hr (30 hrs./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 lreich@agingahead.org

EOE - Diverse candidates are encouraged to apply.