



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 is mainly administrative, it does require 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 minimum required auto insurance
- Pre-employment drug test & background check
- Must have or be willing to obtain COVID-19 vaccination(s)

Benefits Package:

- \$17.50/hr (30 hrs./wk.)
- Medical, PPO or HSA
- Dental
- Excellent retirement savings plan
- 13 Paid Holidays
- 17 Days PTO
- Life Insurance with buy-up options
- Employer paid short-term disability
- Employee Assistance Program

Interested in this position?

Contact H.R. Specialist *Laura Reich*

Direct ph: (636) 207-4231

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Diverse candidates encouraged to apply.

EOE