

THE TOWNSHIP OF BRIDGEWATER

POSITION OPENING

Title of Position **Part –Time Senior Center Attendant**

Reports To **Senior Services Coordinator**

Responsibilities

Under the supervision of the Senior Services Coordinator, this variable hourly position prepares the Senior Center facilities for use, monitors activities at the Senior Center and provides a variety of office support duties for the Coordinator; provides information and assistance to the general public.

Representative Duties

- Prepare facilities for use; set up tables, chairs, other furniture and equipment; resituate facilities after use; remove and properly store furniture, equipment, materials and supplies as assigned.
- Monitor activities at the Senior Center; ensure activities are safe, proper and appropriate; lock and secure the Senior Center as assigned according to established procedures; coordinate facility closure with the various user groups.
- Perform a variety of office support duties; type and prepare correspondence, maintain files, records and databases; schedule appointments, meetings and activities; collect fees and prepare receipts; perform special projects as assigned.
- Answer, screen and direct telephone calls from the general public; receive and direct visitors; answer participant inquiries and provide information concerning programs and schedules.
- Perform routine custodial work such as sweeping, mopping, cleaning hard surfaces and wiping up spills, restocking restroom supplies.
- Perform related duties as assigned.

Hold a valid drivers license.

Candidates with mental or physical disabilities are eligible to apply as long as they can perform the essential functions of the position after reasonable accommodation is made for their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible. Bridgewater Township is an Equal Opportunity Employer.

Hour Rate: Commensurate with Experience

Interested individuals should submit resume to Candy Burgess, Human Resources, Township of Bridgewater, 100 Commons Way, Bridgewater, New Jersey, 08807.

Posted: August 24, 2015

Removed: September 3, 2015