



Senior Center - Part-time Support Position

This position will provide part-time backup support to The Senior Center on an as needed basis and limited back-up assistance to the Farmers Market. Duties include, but are not limited to the list below.

Farmers Market

- *Reconcile petty cash
- *Count receipted money and prepare bank deposit
- *May be asked to fill in at the Market if the Market Manager is out sick

Senior Center

- *Interacting with seniors to answer questions, provide information, provide assistance and promote positive relationships.
- *May be asked to set-up and break down tables and chairs for special events
- *Attends and is available during special events to assist users of the facility with special requests.
- *Food prep for Senior Center hosted events, includes making coffee & tea
- *Receive & receipt money
- *Count Money
- *Prepare deposit
- *Filing and making copies
- *Runs departmental errands
- *Available to work after hour events
- *Drive City vehicle for Senior Center trips.

Work hours are estimated to be anywhere from 8 hours to 29 hours per week. However, hours will vary depending on the staffing needs on any given week. Work hours are not guaranteed and the position may be inactivated at any time if position and work hours are not needed.

The pay for this position is \$15.22 per hour (29 hours per week x 52 weeks = 1508 hours annually)
(1508 hours annually = annual budget of \$22,951.76 for this position) (However, as stated above, hours are not guaranteed)

Signature _____ / _____ Date

(Signature indicates I have read and understood the above job description)