

**Town of North Reading
Job Description
Edith O’Leary Senior Center
Program Coordinator Assistant/Summer Intern**

Job Title: Assistant Program Coordinator / Summer Intern
Department: Elder Services
Reports To: Senior Center Director
Salary: \$18.00 per hour; Grant Funded
Schedule: Part - time, Seasonal; not to exceed 19 hours per week for 11 weeks

SUMMARY

The Assistant Program Coordinator is responsible for assisting with the facilitation, coordination and scheduling of daily programs, workshops and events at the Senior Center and alternate program sites as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist with the coordination and scheduling of programs as directed.

Assist with preparation of monthly Senior Center program calendar and event flyers.

Assist with sign in at programs and recording program attendance.

Assist with arrangement of transportation if needed.

Answer Senior Center phone as assigned.

Oversee programs and events when on duty and assist with room set up and break down.

Oversee off - site programs as assigned.

Assist with promotion and advertisement of programs in coordination with representatives from Town Departments, local newspaper, Town website and local cable television.

SUPERVISION

Reports to Senior Center Director

EDUCATION and/or EXPERIENCE, QUALIFICATIONS

Rising High School Senior Student; High School Diploma or general education degree (GED); Minimum of one year related experience and/or education related to working with elderly or disabled population. Good customer service skills, ability to work independently with minimal supervision, and must have good computer skills with basic knowledge of Word and Excel.

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Physical Requirements			
Elder Services Program Coordinator			
PRIMARY		COGNITIVE AND SESNORY RQUIREMENTS:	
LIFT up to 10 lbs.:	Frequently required	Talking:	Necessary for communicating with others.
LIFT 11-25 lbs.:	Frequently required	Hearing:	Necessary for receiving instructions and information.
LIFT 26-50 lbs.:	Not required.	Sight:	Necessary to perform job effectively and correctly
LIFT over 50 lbs.:	Not required.	Tasting & Smelling:	Not required.
CARRY up to 10 lbs.:	Occasionally required.		
CARRY 11 to 25 lbs.:	Occasionally required.		
CARRY 26 to 50 lbs.:	Not required.		
CARRY over 50 lbs.:	Not required.		
REACH above shoulder height:	Frequently required.	<u>Other Physical Considerations</u>	
REACH at shoulder height:	Frequently required.	Twisting:	Frequently required
REACH below shoulder height:	Frequently required.	Bending:	Frequently required
PUSH/PULL:	Frequently required.	Crawling:	Not required.
		Squatting:	Occasionally required
		Kneeling:	Rarely required
<u>DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:</u>		Crouching:	Rarely required
		Climbing:	Occasionally required
<u>Consecutive Hours</u>		Balancing:	Frequently required.
Sit:	1 2 3 4 5 6 7 8 - Varies Daily		
Stand	2 2 3 4 5 6 7 8 - Varies Daily	<u>HAND MANIPULATION</u>	
Walk	3 2 3 4 5 6 7 8 - Varies Daily	Grasping:	Frequently required
		Handling:	Frequently required
<u>Total Hours</u>		Torquing:	Frequently required
Sit	1 2 3 4 5 6 7 8 - Varies Daily	Fingering:	Frequently required
Stand	1 2 3 4 5 6 7 8 - Varies Daily		
Walk	1 2 3 4 5 6 7 8 - Varies Daily		
<u>Controls and Equipment:</u>	Computer, telephone, copy and facsimile machines.		
<u>Work Surfaces:</u>	Standard office desk and chair, computer work station, tile, carpet, cement floor; table, customer service counter, kitchen counter.		

5/2/2023