

**TOWN OF GRANBY
POSITION OPENING**

Part-Time Senior Center Program Assistant

Under the general direction of the Director of Human Services, provides direct services to senior citizens. Develops, coordinates and facilitates a wide variety of programs and activities at the Senior Center. Experience in working with senior citizens, strong organizational skills and effective communication skills required. Duties include but not limited to:

- Works with senior groups, civic groups, clergy, health care providers, physicians, senior housing representatives, and others to schedule and supervise programs at the Senior Center.
- Screens and contracts with instructors/leaders for a variety of programs.
- Collaborates with community partners in offering programs and activities of interest to senior citizens.
- Screens volunteers and conducts training programs for volunteers assisting in senior programs.
- Maintains an active program of community outreach with the purpose of attracting new participants, as well as promoting understanding of the Center's purpose and support for its programs.
- Assists with the preparation and distribution of the bi-monthly newsletter. Maintains monthly calendar of events and schedules use of facility by other agencies.
- Provides administrative assistance of a complex and confidential nature to the Director of Human Services.

Minimum Qualifications: A Bachelor's Degree in Gerontology, Recreation, Social Sciences, or some closely related field and one year of responsible experience in geriatrics, social service or recreation; OR an equivalent combination of education, work experience or training.

Part-time position for 20 hours per week at \$20.00 per hour.

Applications may be obtained at www.granby-ct.gov or from the Town Manager's Office, 15 North Granby Road, Granby, CT 06035 on Monday through Wednesday from 8:00 a.m. to 4:00 p.m., Thursday from 8:00 a.m. to 6:30 p.m. and Friday from 8:00 a.m. to 12:30 p.m. Applications will be accepted until 12:00 p.m. on July 24, 2015. EOE

Dated: July 6, 2015