



Job Title: **Senior Center Assistant**

Reports To: **Aging Well Coordinator**

Classification: **Part-Time, Non-Exempt**

Starting Salary Range: \$15/hour

Interested applicants should send a cover letter, resume, and 3 references to HWaugh@co.lake.co.us and JMayne@co.lake.co.us

Position Summary

The Senior Center Assistant works on identified needs from the Senior Center Master Plan. This position involves day-to-day operations at the Senior Center.

This is a part-time position that is not eligible for benefits. Hours are flexible (20 hours per week), Tuesday through Friday.

General Duties and Responsibilities

Essential and other important responsibilities may include but are not limited to the following:

Day to day operations:

- Greet seniors in-person and by phone and answer questions, provide information and referrals as necessary
- Drives county vehicle when necessary to take seniors to lunch, medical appointments, shopping, and excursions
- Assists with helping seniors getting in and out of vans
- Maintain paperwork and cleanliness with vehicles
- Assists the Aging Well Coordinator with the distribution and paperwork of monthly food boxes
- Assists with the distribution and paperwork with the Durable Medical Equipment loan program
- Attends and participates in staff meetings
- Maintains a current working knowledge and awareness of Policies & Procedures
- Always represents the Lake County Government and the Senior Center in a professional manner
- Maintains a high standard of cleanliness in the Senior Center
- Other duties as assigned by the Aging Well Coordinator

Supervisory Responsibilities

Requirements

- Must be 18 years of age with a minimum of a high school or equivalent education.
- Ability to pass a Colorado Bureau of Investigation Background Check.
- Ability to function in a fast-paced environment, under short time constraints and with established deadlines.
- Ability to work a flexible schedule including extended hours.
- Have a clean driving record.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.



- Establish and maintain effective working relationships with those contacted in the course of work.
- A willingness to assist the senior community of Lake County.
- Willingness to learn, have good communication skills, and a positive attitude.

Physical Demands

Physical Activity & Work Environment

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| • Sitting | - Less than 50% of time |
| • Walking | - Less than 50% of time |
| • Standing | - More than 50% of time |
| • Using hands/fingers to feel or handle items | - More than 50% of time |
| • Reaching, pushing or pulling with arms/hands | - Less than 50% of time |
| • Climbing | - Less than 50% of time |
| • Balancing | - More than 50% of time |
| • Kneeling, crawling, or crouching | - More than 50% of time |
| • Talking or hearing | - More than 50% of time |
| • Tasting or smelling | - Less than 50% of time |
| • Lifting, moving or exerting force of up to 10 lbs. | - More than 50% of time |
| • Lifting, moving or exerting force of up to 25 lbs. | - More than 50% of time |
| • Lifting, moving or exerting force of up to 50 lbs. | - Less than 50% of time |
| • Lifting, moving or exerting force of up to 100 lbs. | - Less than 50% of time |
| • Lifting, moving or exerting force of more than 100 lbs. | - Less than 50% of time |
| • Seeing up close | - More than 50% of time |
| • Seeing long distances | - Less than 50% of time |
| • Seeing color | - More than 50% of time |
| • Use of peripheral vision | - Less than 50% of time |
| • Perceiving depth | - Less than 50% of time |
| • Adjusting and focusing vision | - More than 50% of time |
| • Working outdoors in inclement weather – extreme hot | - Not Applicable |
| • Working outdoors in inclement weather – extreme cold | - Not Applicable |
| • Working indoors in an office environment | - Not Applicable |
| • Working in high places | - Not Applicable |
| • Working near moving mechanical parts and machines | - Not Applicable |
| • Working in wet/humid conditions that are not weather related | - Not Applicable |
| • Working in extreme cold conditions that are not weather related | - Not Applicable |
| • Working in extreme hot conditions that are not weather related | - Not Applicable |
| • Working with airborne particles or fumes | - Not Applicable |
| • Working with toxic or caustic chemicals or agents | - Not Applicable |
| • Working with explosives | - Not Applicable |
| • Working in an area with a risk of exposure to radiation | - Not Applicable |
| • Working in an area with a risk of exposure to electrocution | - Not Applicable |
| • Exposure to vibration | - Not Applicable |
| • Working in a loud environment | - Less than 50% of time |