

Shelby County Park and Recreation Authority (SCPARA)
Senior Services Associate I

Position Title: Senior Services Associate I – Heardmont Senior Center

Position Location: Mary Ellen Estes Senior Community Center at Heardmont Park

Position Reports to: Manager of Senior Services

Hourly Pay Range / Weekly Schedule: \$13 to \$15 per hour with a typical base work week schedule of three days per week or 18 hours per week with some weeks having a scheduled four days (24 hrs.) or possibly five days (30 hrs.) for coverage of leave time or modified scheduling of others) Center Hours 8:30 A.M. to 2:30 P.M.

Overview, Expectations and Qualifications: All senior services personnel are expected to consistently deliver compassionate senior services through effectively communicating with SCPARA personnel, vendors, support staffs, volunteers and most importantly, the senior center clients both onsite and homebound meal recipients. The support services or tasks include answering the telephone, communicating with volunteers or program service providers, greeting senior clients and setting up the program areas or rooms and when necessary, and the sole preparation of food services and/or provide support/assistance to the Senior Services Associate II in the delivery of both onsite and/or homebound food services.

Must have the work experience, ability and skills to serve senior clients and effectively communicate with others, both orally and in writing. Must be able to lift and place food containers and/or supplies weighing twenty to twenty-five pounds.

Must be able to work a scheduled base of 3 days per week, 18 hours per week and some weeks being scheduled 4 days or 24 hrs. or 5 days or 30 hrs. due to staffing

Must have a standard driver's license and driving record

Pre-employment drug testing and background check

Outline of Duties:

- Make coffee, put out snacks and ice water in gathering place. Decaf pot Tuesday and Thursday unless requested. Monday and Tuesday: Add water and popcorn to library for bridge.
- Assist with moving tables and chairs to accommodate activity for the day.
- Wipe down rooms after use with antibacterial solution
- Greet members and remind them to sign in.
- If new members to Heardmont Senior Center, make sure they are "enrolled" with us and have them sign a liability waiver and photo waiver.
- Occasionally will open and close the center.
- Monthly calendar for senior center activities
- Tally daily/weekly totals for participants
- Answer phones, take messages and prepare/transmit emails or reports
- Occasionally driver the homebound meal route when a volunteer has a conflict – A SCPARA Car is available for use or use personal vehicle and receive mileage reimbursement
- Prepare and distribute of food services to onsite clients and to the delivery volunteers for Homebound Meal recipients (Hot meal items are delivered daily to the center by the state designated vendor/commissary)

Other responsibilities may be assigned as needed.

