DRAFT
Town of Charlotte
Job Description

Job Title: Senior Center Assistant Director
Department: Senior Center
Reports to: Senior Center Director
Salary Range: $25.00/hour
Job Type: Part-time, 19 hours per week
Prepared Date: March 2025

Job Summary
The Senior Center Assistant Director reports to the Senior Center Director, and through the Director to the Town Administrator and Selectboard. The Assistant Director is responsible for various program and administrative tasks, including managing the MySeniorCenter database software, assisting with online registrations and payments, preparing instructor contracts, creating newsletters, inventorying supplies, general administrative tasks, and assisting the Director and other volunteers as directed. In the absence of the Director, the Assistant Director will act in the Director's place.

Minimum Education Requirements:

A. An Associate's degree in human resources, recreation management, hospitality or related field, and one (1) year of relevant experience **OR**;
B. A High School Diploma/G.E.D. and three (3) years of relevant experience.

Entry Level Knowledge, Skills, and Abilities:

A. Knowledge of social media and other public outreach platforms.
B. Familiarity with database systems.
C. Skilled in the use of Microsoft Office and Google Suites.
D. Ability to perform assigned tasks with minimal supervision.
E. Ability to communicate tactfully when under stress.
F. Ability to track and maintain records of multiple program participants.
G. Accurate with data and handling money.
H. Ability to maintain confidentiality.
I. Ability to foster a warm and welcoming environment for seniors and those working with seniors.

Full Performance Knowledge, Skills, and Abilities:

A. All entry level knowledge, skills and abilities PLUS:
B. Knowledge of the MySeniorCenter software system.
C. Knowledge of the Senior Center facility and its systems for safety: alarms, repairs, ventilation, etc.
D. Knowledge of and ability to use and assist others in using Senior Center technical equipment such as video and sound equipment, projectors, etc.

Essential Functions:

A. Maintain the MySeniorCenter database system of all who use and/or volunteer at the Senior Center.
B. Receive and process in-person and online payments/credit card payments.
C. Maintain online and hard copy class registrations and payment system utilizing, if necessary, outside consults and software to make it user friendly.
D. Produce mailing lists and coordinate newsletter mailings.
E. Act as the onsite contact for day-to-day communication, questions and concerns.
F. Coordinate system for tracking and ordering supplies for office, kitchen and cleaning. Assist in maintaining Center supply inventories and placing orders as needed.
G. Assist the Senior Center Board and Director in coordinating and scheduling special events.
H. Coordinate the technology associated with events, including audio/visual systems, projectors and Zoom sessions.
I. Assist with maintaining the Senior Center website and draft postings to social media.
J. Manage the Senior Center bulletin boards and website calendars so they are up-to-date.
K. Be familiar with the Senior Center facility and its systems for safety: alarms, repairs, ventilation, etc. and report abnormalities and issues to the Senior Center Director.
L. In the absence of the Senior Center Director, manage daily operations and programming at the Senior Center.
M. Other related duties and tasks as assigned by the Senior Center Director or Town Administrator.

Work Conditions & Schedule:

A. Employees in this position work primarily in an office environment with moderate noise levels and controlled temperature conditions.
B. The work involves sitting for extended periods of time, using a computer and other office equipment, and occasionally lifting up to 15 pounds.
C. The Senior Center is a busy environment that requires the candidate to be flexible with the ability to multitask.
D. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Job Description Acknowledgement:

A. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.
B. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the

satisfaction of my immediate supervisor.

C. I have discussed any questions I may have had about this job description prior to signing this form.

Employees Signature: Date:

Employees Name (Printed)