



**TOWN OF HOLLISTON  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	ASSISTANT DIRECTOR	<b>DATE:</b>	4/22/21
<b>DEPARTMENT:</b>	HOLLISTON SENIOR CENTER	<b>GRADE:</b>	400
<b>REPORTS TO:</b>	DIRECTOR, HOLLISTON SENIOR CENTER	<b>FLSA:</b>	NON EXEMPT

**POSITION PURPOSE:**

To support the success of the Holliston Senior Center by managing various programs, performing administrative tasks and assisting the Director and other staff as needed.

**ESSENTIAL FUNCTIONS:**

Provide management of health, safety, education, cultural growth and self-enrichment programs for seniors. Manage the MySeniorCenter database and other records. Oversees the nutrition/lunch program and newsletter preparation.

Recruitment and management of volunteers. This includes training and scheduling volunteers. Maintain class schedules ensuring appropriate instructional supplies are available. Maintain volunteer schedule, track hours and maintain database of volunteer demographic data.

Coordinates all aspects of special events including sign up, volunteer scheduling, travel arrangements and collecting and processing payments.

Orders and tracks all office and kitchen supplies, maintains office equipment and schedules repairs as needed.

Oversees all Center operations in the absence of the Director which includes but is not limited to payroll, processing invoices, opening and closing building as scheduled. Performs other position related duties as designed.

**SUPERVISION:**

Works under the general direction of the Director, Holliston Senior Center. Supervises designated program staff, instructors, contractors and volunteers.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Requires a High School Diploma/ G.E.D. College Degree is highly desirable. 5 years of related work experience or any equivalent combination of education and experience.

**ADDITIONAL REQUIREMENTS:**

Ability to pass Town of Holliston background process and become CORI certified.



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### **KNOWLEDGE, ABILITY AND SKILL:**

Requires proficiency with computers and specifically Microsoft Office. Requires ability to work independently and to foster a warm and welcoming environment for seniors and those working with seniors. Knowledge of MySeniorCenter system strongly desired. Must be Serv Safe certified or be willing to become so.

### **PHYSICAL REQUIREMENTS:**

Employee is regularly required to walk, stand, sit, speak and hear; uses hands to finger, handle, feel or operate objects, tools, or controls. Able to reach with hands and arms as in picking up paper, files and other common office objects. Employee may be required to stoop, bend and lift or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges; requires ability to read documents and use a computer.

### **NOTES:**

*The essential functions or duties listed herein are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities perform the essential functions. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*