

The Charter Township of Bloomfield, MI Job Description

Classification Title	Senior Center Assistant
FLSA Status	Non-Exempt
Pay Grade	PT 110
Hours	14-24 weekly average

GENERAL SUMMARY

Greets and assists patrons with inquiries, both in person and over the phone, including registering patrons for classes, lectures and day trips. Requires proficiency in computer usage and related software applications.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Sets up profiles and registers new patrons for classes and events.
- Handles financial transactions using registry-based software, ensuring accuracy and compliance and that daily deposits are balanced.
- Manages outbound and inbound calls, providing information and assistance as needed.
- Manages communication with fitness instructors regarding class rosters, registration updates, and substitute scheduling to ensure smooth class operations.
- Handles data entry for new classes, programs, and trips, ensuring accurate and timely input into the registration software each quarter.
- Offers continuous administrative and operational support to coordinators and leadership.
- Helps set up and clean up rooms before and after events.
- Designs and distributes promotional materials, including flyers and posters, to support center programs and events.
- Photographs individuals for Identification Cards.
- Opens and closes the building at the beginning and end of the day.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's Degree or 2 Years of College
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

None.

OTHER JOB REQUIREMENTS

Availability for work Monday-Friday between 7 AM and 3:30 PM

PREFERRED QUALIFICATIONS

High level of computer skills.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Basic mathematics
- English grammar, spelling, punctuation, and proper phone etiquette
- Modern office procedures, methods and computer equipment
- Relevant Bloomfield Township policies and procedures

Skill in:

- Use of multiple, relevant computer software programs including MS Office

Ability to:

- Accurately organize and maintain paper documents and electronic files
- Communicate respectfully, positively and effectively orally and in writing
- Establish and maintain effective working relationships
- Meet schedules and deadlines of the work
- Effectively multitask and prioritize responsibilities to meet deadlines.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		

Classification Title: Senior Center Assistant

Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.