



**Position Title:** Civic Center Senior Club Assistant

**Department/Location:** Senior Club (Civic Center Location)/Recreation Department

**Reports to:** Director of Wauwatosa Senior Centers (Recreation Program Coordinator)

**Supervises:** N/A

**Position Summary:** Position is responsible for assisting the Senior Club program coordinator in developing, implementing and organizing programming, classes and trips at the Civic Center Senior Club location. The Senior Club Program Coordinator assistant will provide leadership in support of the social, emotional, economic, and health needs of the Wauwatosa communities' senior adult population. Hours are Tuesday, Wednesday and Friday 10am-3pm.

**Qualifications:**

- 1 year experience working in senior programming, recreational programming or related field.
- Knowledge of and experience with recreational programming best practices.
- Ability to read, comprehend, follow, and give oral and written instructions.
- Excellent communication skills, both verbally and in writing.
- Capability to work with limited daily supervision and to make accurate, rapid, independent decisions.
- Ability to apply theories, principles, and concepts to diverse situations.
- Excellent organizational skills.
- High level of maturity.
- Strong degree of self-direction and motivation
- Ability to use tact and diplomacy in dealing with others
- Capability to use discretion and integrity to process information and data in a confidential and professional manner.
- Strength to work effectively in a team environment.
- Competence to multitask and meet deadlines.

**Essential Job Functions:**

- Assist the program coordinator on a daily basis.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Perform all functions and duties to ensure the success of the senior programming in Wauwatosa.
- Accepts and processes financial transactions/registrations for various senior club activities, trips and Friday lunches.
- Help determine menu, organize (shop) and prepare weekly Friday lunches.
- On a daily basis, prepares coffee, snacks, and events for the day.
- Help create flyers for upcoming events, classes and trips.
- Helps set up and run planned programs or events.
- Assist in creating monthly calendar for the Wauwatosa Senior Club
- Facilitate monthly BINGO! Events.
- Assisting with the Senior Center Director, plans activities and programs for the adult population including, but not limited to invited speakers, recreational trips, and educational programs.



- Performs other duties as assigned. Performs similar or related work as required, directed, or situation dictates.

**Other Job Functions:**

- Communicate effectively within the office environment and to the necessary parties affected by changes and/or customer needs.
- Accept various responsibilities as may be deemed appropriate.

**Essential Physical/Mental Requirements:**

- Ability to work both inside and outside environmental conditions.
- Ability to work around and with chemicals, dust, fumes and loud noises.
- Physical agility to maintain mobility when traveling on trips.
- Subject to modified/flexible work schedule.
- Ability to lift and move up to 25 pounds.
- Ability to use assistance, mechanical or team lift, for material over 25 pounds.

**Physical Requirements:**

- The employee must be able to complete all physical requirements of the job with or without a reasonable accommodation. Physical requirements will include sitting, standing, walking, lifting, carrying, reaching, pushing, pulling.

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By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

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Employee Signature

Date Signed