**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Community Center*

Community Services Assistant

## Position Definition:

The Community Services Assistant Supports day to day operations and activities for recreation and senior center programs. This position performs a variety of administrative, professional, and technical tasks.

## Example of Duties:

Provide administrative support to Director and Program Managers. Assist in the implementation of goals and objectives; establish methods for providing community oriented services; implement policies and procedures. Prioritize assigned projects to effectively meet critical deadlines. Promote and coordinate specific activities in relation to departmental programs; prepare promotional material including but not limited to brochures, news letters, flyers, schedules of events, and social media posts. Develops activity, financial, and statistical reports concerning new or ongoing programs and tracks program effectiveness. Respond to public inquiries in a courteous manner; meets and greets residents including registering of programs and payment collection; provide information within the area of assignment; resolve complaints in a timely manner. Order program supplies for special events and general office needs. Tracks and maintains records of trainings and contracts of employees, contractors and internal and external organizations. Responsible for the general maintenance updating and training of staff on the online registration system. Trouble shoot technical problems as needed. Perform related duties as required. Works under direct supervision of the Community Services Director.

**Work Environment:** Work is performed primarily in a business office setting subject to continuous interruptions and background noise. Works independently with minimum of supervision. Manages and coordinates multiple priorities adhering to established time frames and performance standards. Frequent interactions with people who may, at times, be agitated. Attends to tasks/functions for more than sixty (60) minutes at a time. Regularly is required to use hands to handle, feel and operate office equipment, or controls and reach with hands and arms. The employee is occasionally required to walk; talk or hear; and sit. Specific vision abilities required by this job include close vision, as in reading. Works for extended periods at personal computer. Attendance and participation may be required at meetings both internal and external to the organization and may necessitate travel to meeting locations. Evening and weekend hours may be required.

**Minimum Qualifications:** Bachelor’s Degree and two (2) years of increasingly responsible community oriented program experience or Master’s Degree and one (1) year of increasingly responsible community oriented program experience.

**Knowledge Skills and Abilities:** Knowledge of operations, services, and activities of a community oriented service program. Knowledge of procedures, rules, regulations and terminology related to assigned programs. Knowledge of principles and practices of community services program development and implementation. Knowledge of new developments, literature, and information as they relate to program offerings. Knowledge of office procedures, methods, and equipment including computers and applicable software applications. Ability to coordinate community services programs. Ability to recommend and implement goals and objectives for providing community oriented programs. Ability to elicit community and organizational support for community services programs. Ability to communicate clearly and concisely, both orally and in writing.

## License or Certificate:

Valid CT Motor Vehicle License

CPR/First Aid Certificate preferred.

5/31/2019