

**CITY OF NEEDLES**  
**POSITION DESCRIPTION**

**Position Title: Senior Center Aide**

**Part-Time Position (20-30 hrs/wk)**

**--- No Benefits**

**Pay Range: Minimum Wage**

**Department: City Manager**

**REPORTS TO:** City Manager

**POSITION PURPOSE:** This is a part-time position working twenty to thirty (20-30) hours per week at the Needles Senior Citizens Center under the guidance of the City Manager or his/her designated representative. Assists the Senior Citizens Club with various clerical functions related to the operation of the Center and the Dial-a-Ride/Dial-a-Ride Medical programs; coordinates leisure activities and programs for Center attendees and other eligible residents.

**EXAMPLE OF DUTIES:**

May include, but not limited to the following:

1. Answers telephone and refers caller or takes message as appropriate.
2. Answers telephone calls and/or assists walk-in visitors requesting Dial-a-Ride (DAR) and Dial-a-Ride Medical services. DAR requests require dispatching the DAR driver, via radio communication; documenting pre-scheduled medical appointments into Arizona; collecting appropriate fare; and following up with passenger day before requested medical service.
3. Prepares daily, weekly and monthly reports for DAR and DAR Medical services.
4. Responsible for daily balancing of DAR ridership and cash fares collected and for weekly remittance to the City. Responsible for collection of fares for DAR Medical services and remittance to the City on the last day of each month.
5. Receives daily mail and forwards to appropriate senior board official (president, vice president, treasurer, or secretary).
6. Answers correspondence, when requested, in accordance with general policies and procedures or from general instructions.
7. Assists with application(s) for funding on behalf of the Needles Senior Citizens Club with County, State and/or Federal agencies. Makes follow up contact with such agencies as necessary.
8. Assists with the preparation and filing of Club reports (i.e. transportation reports)
9. Coordinate and schedule daily programs and special activities of interest to Senior Center attendees including the program for the monthly potluck. Provide necessary background checks to confirm validity of program providers to prevent fraud of seniors.
10. Prepare a monthly newsletter/calendar of events and mail to Club members and other interested eligible residents.
11. May serve as backup driver for the Dial-a-Ride programs in the absence of the regular driver.

**LICENSE REQUIRED:**

A valid and appropriate state driver's license.

**MINIMUM QUALIFICATIONS:**

Knowledge of and experience in:

1. Modern office methods and practices, including typing, word processing, filing systems, business correspondence, receptionist techniques, and report writing.
2. Correct English usage, including grammar, spelling, vocabulary, and punctuation.
3. The functions and basic clerical operations of an administrative office.
4. A high school diploma or equivalent is required.

**ABILITY TO:**

1. Understand and follow written and oral instructions.
2. Understand and do math calculations in order to balance cash and ridership numbers on a daily, weekly and monthly basis.
3. Maintain a substantial working knowledge of the functions of the Senior Citizens Club and be generally familiar with the Club's policies and procedures.
4. Develop and compose reports and correspondence independently.
5. Meet the public with a positive attitude, in particular senior and disabled persons, in situations requiring tact, diplomacy, and poise.

**WORKING CONDITIONS:**

The duties and responsibilities of this position shall expose the incumbent to those conditions normally encountered in such work.

Physical requirements may vary from light to heavy consisting of frequent sitting, standing, walking, bending, and stooping.

**GENERAL**

This classification description is not intended to be all-inclusive and employee will also perform other reasonable related duties as assigned by his/her supervisor.

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

**Closing Date: Open until filled.**