

Position: Part Time Floating- Activity Center Administrative Assistant

Salary: \$17.94 per hour

Department: Supervisors Office

Schedule: Part Time Floating Position, up to 29 Hours per week

Position Overview:

The position will be responsible for assisting the Highland Activity Center Director with administrative and clerical support.

Works with Township staff to achieve established programs, processes, and goals.

This position reports to the Highland Township Activity Center Director.

Essential Job Functions:

The following tasks are representative and are not to be considered all-inclusive.

Bookkeeping

Process all monies incoming and outgoing. I.e. trips, events, classes, shopping and donations.
Monitor/maintain contracts for all rentals and clubs; fee's point of contact and all needs at hand.
Coordinate rentals, events and meeting dates on calendar(s).
Resolve scheduling conflicts.
Find another location Maintain advertising accounts and contracts.

Taxes

Coordinate with AARP for tax event; Dates, times, number of preparer, room set up and potential dates for following year. Scheduling appointments. Follow up, call seniors with reminder of appointment.

Trips

Develop trip ideas, schedule, communicate details to staff and patrons.
Develop flyer Schedule dates on calendar and with driver.
Track Sign-Ups/Attendance.
Create manifest Coordinate with venue RE: # of people, price, dates, etc.
Drive as needed to venue.
Assist seniors with egress and digress of vehicle.
Collect payments (rental, trip and monetary donations) and deposit weekly.
Develop and print flyers for trips activities, advertisements, trip and classes.
Act as a liaison between seniors and agency RE: pick up time and special arrangements.
Create folders for bus drivers of patrons emergency contact info.
Keep emergency contract info up to date and in a secure location.

Meals on Wheels

When site hostess is unavailable fill in as needed.

When drivers are unavailable fill in as needed.

Newsletter

Assist Director in developing Newsletter

Develop movie list.

Develop flyer for newsletter minimum of 2 months in advance.

Reserve movies from library. Research or locate on line pick up if needed.

Pick up/return movie to library or Red Box.

Make popcorn/clean machine.

Monitor flyers, signs and bulletin boards are up to date (discrepancy reported to Activity Center Director).

Mail

Picks up mail from township office.

Answers mail as needed.

Books in the Bag Coordinate with the library to get books in the bag delivered.

Coordinate with volunteers for delivery to homebound.

RSVP

Coordinate with RSVP coordinator names/addresses for their luncheon.

Monitor RSVP Program; reporting hours via email or phone.

Recruit volunteers for the center.

Rentals

Address calls for rental information for Center and Steeple Hall

Coordinate with affected entities form Steeple Hall.

Make sure the contract is signed, money collected/deposited.

Make sure damage deposit is collected.

Coordinate building monitor for rental.

Report needs for rentals and activities occurring after hours and on weekend for snow removal for Steeple Hall and the Center.

Facility Keys

Track, make new and distribute appropriately (Center and Steeple Hall)

Ancillary Duties

Assist people with medical shed needs Schedule dates for on site service(s) reoccurring

Ask the Lawyer Appointments

Ask the Money Man Appointments

Hearing Test Appointments

Open enrollment

Health Fair

Develop schedule(s) with partnering agencies, yearly. Coordinate with partners regarding their assigned date. Provide hard copy of schedule via email for partner(s) rendering services (i.e. Lawyer, hear tests...) Schedule patrons according to set policy.

Receive new patrons and introduce the facility, staff and programs available Provide assistance to patrons with questions, locating resources, making calls, locating brochures or booklets, copy and emails.

Assists with daily set up/tear down.

Any other duties required by Activity Center Director.

Qualifications:

Knowledge of:

- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing, spreadsheet, and database applications.
- Techniques for providing a high level of customer service to the public and Township staff, in person, over the telephone, and through electronic communication.
- Safe work practices.

Ability to:

- Review and verify the accuracy of data.
- Ability to work independently.
- Organize own work, set priorities, and meet critical deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Provide exceptional customer service to coworkers, and the public.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish and maintain effective working relationships with employees and those contacted in the course of work.
- Operate modern office equipment including computers and supporting word processing, spreadsheet, and database applications.

Education & Experience:

Requires a High School Diploma or equivalent, with 3 years of relevant experience in an office environment, preferably in an administrative position.

Additional Requirements:

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

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.

While performing the duties of this job, the employee is frequently required to sit, talk, and listen. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics 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. The noise level in the work environment is usually elevated with frequent interruptions.

Interested and qualified candidates must submit a resume, complete the application found here <https://bit.ly/2Ugal8L> and return to Highland Township Supervisor's Department at 205 N John St, Highland MI or by email to info@highlandtwp.org. Job posting will remain open until filled.

If you have any questions please call the Supervisor's Office at 248-887-3791 EXT. 6.

Closing Date: Until Filled

EQUAL OPPORTUNITY EMPLOYER: This position has been determined to be non-exempt by the Fair Labor Standards Act.