



Job Title	Administrative/Office Support Specialist 1
Department	Aging Services Division
Employment Status	Part-time
FLSA Status	Non-exempt
Classification	Schedule C

Scope of Work

The Administrative Support Specialist will work closely with the staff members and volunteers at the Center at the Heights (Needham's Senior Center) and will assist the CATH Leadership Team with the planning, implementation, data tracking and billing for programs and activities at the senior center and will provide peer support to seniors participating in programs. This position reports to the Assistant Director of Volunteers and Counseling/ Director of Aging Services.

Supervision

Received	Assistant Director of Volunteers and Counseling/ Director of Aging Services
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Provide administrative support to staff and oversight to volunteers.
- Exercise oversight over front desk area at the Center at the Heights.
- Assist with data entry activities and quantitative data gathering.
- Support senior-based programming and activities.
- Evaluate the needs of seniors signing up for programs and activities.
- Provide information about Programs, classroom schedule, and overview of the Center at the Heights.
- Assist the Programming Team organizing and setting up programs and activities, including tracking or purchasing supplies for upcoming programs.
- Assist the Leadership Team developing programs to meet the needs of seniors of all ages.
- Lead programs or activities as appropriate.
- Work with other seniors who may wish to lead a program or activity.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

Applicants should be a high school graduate with 1-3 years of experience with elder services, have excellent communications skills and be able to lead programs as needed.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	<ul style="list-style-type: none">• Prior experience processing billing and conducting reimbursements would be valuable; previous work or volunteer experience with elders is a plus.
Ability to	<ul style="list-style-type: none">• Attentive to detail with ability to understand and complete specific task list assignments; must have a pleasant personality and ability to interact well with others.
Skill in	<ul style="list-style-type: none">• Must be honest, patient, tactful, dependable and understand the need for client confidentiality.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer