



City of Saginaw

333 West McLeroy
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Saginaw, Texas 76179
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www.ci.saginaw.tx.us

**RECREATION CENTER
PART TIME SENIOR CENTER ASSOCIATE**

DATE: January 15, 2018

CLOSING DATE: Open until position filled

BEGINNING SALARY: \$8.00 per hour

WORK SCHEDULE: 20 hours a week

MINIMUM REQUIREMENTS

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: High School or equivalent.

DRIVING: Must have a valid Texas Driver's License and maintain a good driving record

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMODATION

Applications packets are available:

In Person: City of Saginaw Human Resource Office, 333 West Mc Leroy Blvd., Saginaw, TX 76179

Online: www.ci.saginaw.tx.us

PART TIME SENIOR CENTER ASSOCIATE HIRING PROCESS

The hiring process for the part time senior center associate will consist of the following: Oral interview, background check, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and drug screen. **We reserve the right not to employ any applicant.**

**NON-TOBACCO USERS PREFERRED
NO SMOKING IN CITY BUILDINGS AND VEHICLES**

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: PT Senior Center Associate Effective: 01/15/18
Department: Recreation & Community Services State Employment Commission Code: 7999
Part Time Position Worker's Compensation Number: 8810

Job Summary:

Work is performed under the general supervision of the Director of Recreation and Community Engagement and the day-to-day supervision under the Senior Center Supervisor. Assists and implements new programs for Senior Citizens. Performs related work as required.

Essential Job Functions:

Makes all participants feel welcome. Communicates with members and Senior Supervisor to provide programs of interest and to meet participant's needs. Ongoing process of welcoming participants and volunteers to lead programs and serve in the kitchen. Keeps daily record of participant attendance. Monthly reports consisting of number of lunches served, number of members attending special programs offered and number of members attending various planned activities. Provides information for services.

Other Job Functions:

Works with other city departments as needed.

Required Education, Degrees, Certificates, and/or License:

High School Diploma or General Equivalency Diploma. Certified or willing to be certified in food handling and reporting. Valid Texas Driver's License.

Experience, Training, Knowledge, and Skills:

Must be able to speak and deal tactfully and effectively with the general public. Must be able to communicate and understand written and oral instructions. Must have good telephone etiquette. Enthusiast, outgoing, and relates well with senior citizens. Must have a positive outlook and have motivational skills.