

# RUFY-HOLMES SENIOR CENTER

Serving Rowan County, NC Older Adults

www.rufyholmes.org

1120 S. MLK Jr. Ave, Salisbury, NC

704-216-7715

## JOB OPENING

*Rufy-Holmes Senior Center is nationally accredited and a NC Center of Excellence which serves 4,000 Rowan County Older Adults, providing Fitness & Wellness classes, Lifelong Learning, Trips, Outreach services, and area Lunch Clubs. The Facility includes a fitness gym, indoor aquatic pool, meeting rooms, café, offices.*

### Program Services Assistant Part-Time (15 hours), Flexible Hours

The Program Services Assistant is a part-time hourly position responsible for the Center's Volunteer Coordination and to provide administrative support to assist with Center programs and services.

*Looking for a person to create new volunteer programs and events throughout the year.*

*This role is full of opportunities to grow and be creative - we encourage it!*

#### **Volunteer Coordination:**

- Work with Managers to identify priority needs utilizing the talents of volunteers
- Recruit Volunteers, provide training and on-going communication with Volunteers
- Responsible for reviewing and updating Volunteer Materials
- Assist volunteers with timekeeping and maintain My Senior Center volunteer records
- Coordinate Volunteer Recruitment events and Volunteer appreciation events
- Frequent communication with Volunteers thru phone calls, emails and in-person contact
- Maintain confidentiality as necessary regarding specific job assignments

#### **Secondary Duties:**

- Substitute at Front Desk during lunch breaks and as needed to fill vacancies
- Assist Program Managers with projects or programs as needed
- Assist with day trips as second driver, if needed

#### **Qualifications:**

- Secondary School degree, or high school education with at least five years of related experience
- Proficiency in computer software including word processing and database applications
- Ability to plan, prioritize, and organize workflow, work independently, completing tasks on time
- Valid NC Driver's License and current vehicle insurance
- Ability to work effectively and harmoniously with staff, older adults, and the public

**Benefits:** 12 paid holidays, mileage reimbursement

**To Apply:** Please submit a resume to [programs@rufyholmes.org](mailto:programs@rufyholmes.org)

Job Posted 6-22-