

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9640

SENIOR CITIZEN ASSISTANT

NATURE OF WORK

This work involves assisting in planning and supervising senior citizen activities.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Assists in planning, organizing and supervising senior citizen activities.

Assists in preparing monthly calendar of activities and promoting special events.

Drives a vehicle to assist in transporting participants to special events.

Assists in ordering supplies and setting up supplies and equipment for each activity.

Assists in maintaining daily records.

Assists in maintaining budget guidelines.

Assists with performing surveys of senior citizens' interests.

Provides customer assistance and responds to inquiries and complaints.

Cleans the facility and grounds.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the basic principles of gerontology.

Knowledge of the rules and play of games and activities for senior citizens.

Knowledge of recreational and educational activities in the City available to senior citizens.

Ability to communicate effectively with co-workers and the public.

Ability to work effectively with senior citizens and the public.

Ability to prepare accurate reports.

Ability to address groups of individuals of all ages.

Ability to understand oral and written instructions.

Ability to move about the facility 75 to 100% of the workday.

SPECIAL QUALIFICATIONS

Must be able to work varied times, including weekends and holidays.

Must possess a valid driver's license.

May be required to attend a defensive driving course.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone

Range and Oven

Copier

Typewriter

Bingo Machine

Vehicle