

**CITY OF WILLOWICK**  
**Employment Opportunity:**  
**Senior Center Assistant Coordinator**

**DEPARTMENT: Recreation**  
**REPORTS TO: Senior Coordinator; City Recreation Director**

**Job Description**

- Approximately 16 + hours per week, mainly Tuesday and Thursday. Must be flexible to additional days, hours and weekends needed for staffing coverage.
- Manage and maintain center while Coordinator is attending meetings, running errands for the center, driving and chaperoning a senior trip.
- Answering phones, and assisting the public with questions and concerns, as well as providing the proper information, assistance and direction.
- Assist members with HEAP, PIPP and Homestead paperwork, as well as communicating with the county when needed. (Program training available)
- Prepare and manage all purchase orders, under the supervision of the Coordinator.
- Assist in the ordering of supplies for the office and center.
- Manage/oversee the *Concerts in the Park* series; research, contact and set concert schedules and payment with musicians/bands.
- Contribute to the set up and decorating for various events and programs.
- Maintain registrations and monthly sign in and attendance sheets.
- Work with the Senior Center Director to establish programming, activities, and goals
- Any related duties assigned by Senior Director or Recreation Director

The final candidate will:

- Be personable and enjoy working with elderly adults
- Be creative and energetic and able to work independently and collaboratively in a fast-paced environment
- Have some experience working with the elderly (preferable)
- Have computer literacy

**Application Process**

Submit brief résumé, employment history and references to:

Julie Kless  
Recreation Director  
City of Willowick, Ohio  
30100 Arnold Drive  
Willowick, OH 44095  
[jkless@cityofwillowick.com](mailto:jkless@cityofwillowick.com)

Initial interviews will be conducted by the Recreation Director and Senior Coordinator.  
Final interview and employment decisions are made by the Mayor.