

Senior Aide Ypsilanti Township Recreation Department
2025 E. Clark Rd, Ypsilanti MI

4 days a week. 12 hours a week. \$12.00 per hour
Monday-Thursday from 9am-12pm

There are opportunities for additional hours during special events.

Summary of job description:

Provide assistance to the 50 & Beyond membership and to assist in the delivery of enrichment programs and special events.

Responsibilities and Duties:

- Under the direction of the Recreation Coordinator assist in programing and implementing activities, trips, speakers and special events.
- Answer the phone, check messages & return phone calls in the 50 & Beyond department
- Keep flyers and other written information current and filled.
- Keep the coffee area clean/neat and stocked
- Monitor the RSVP program and other volunteer program tracking sheets
- Socialize daily with the membership
- Distribute, organize and monitor program sign in sheets
- Assist members with referral information
- Help with decorating for holidays and seasons
- Keep trip files up to date
- Help keep storage areas clean and neat
- Monitor expired memberships & send renewal reminders
- Make wellness calls
- Follow up with participants for trip and activity payments
- Print and send rosters updates to instructors and travel vendors
- Assist the Recreation Coordinator when needed

Qualifications:

- Strong interpersonal skills and tact to work effectively with members, support groups, volunteers and general public
- Strong communication skills
- Strong computer skills.
- Ability to use and/or learn use of departmental registration software.
- Knowledge of usage in Microsoft Word, Excel and Publisher
- Business phone etiquette
- Comfortable socializing with our membership (age 50-100)
- Good organizational skills
- Must possess and maintain a valid Michigan driver's license and have reliable transportation
- Minimum age of 21 with experience working with the public

Interested applicants should email Nichole Passmore, Recreation Coordinator at npassmore@ytown.org