

JENNIFER R. MENTER
Recreation Supervisor –
Senior Citizens

CARRIE L. MESMER
Recreation Leader –
Senior Citizens



TOWN OF GRAND ISLAND
GOLDEN AGE CENTER

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Grand Island, NY 14072
(716) 773-9682/9683
goldenage@grand-island.ny.us

Job Posting – Full-Time Recreation Attendant

The Town of Grand Island Golden Age Center has a job opening for the following position:

Title: Recreation Attendant

Status: Full-Time

Salary range: \$17.42-\$19.50/hour

Application Deadline: Application, resumé & cover letter due to the Golden Age Center, attn.: Jennifer R. Menter, Recreation Supervisor – Senior Citizens, 3278 Whitehaven Road, Grand Island, NY 14072 by 12:00pm on Thursday, July 2, 2020

Anticipated Start Date: Tuesday, August 4, 2020

Minimum Qualifications: Completion of high school; OR completion of grade school and four (4) years of work experience; OR an equivalent combination of training and experience. Part-time and/or volunteer experience will be pro-rated towards meeting the full-time experience requirements; clean driver's license

Preferred Qualifications: Completion of high school AND (4) years of work experience, including at least two (2) years of experience working with the senior population

Pertinent Skills: Excellent customer service; handling demanding situations in a professional manner; handling working with people with different personalities and different levels of care

Position Summary:

The Golden Age Center is looking for a Full-Time Recreation Attendant, to work as a Transportation Coordinator, 40 hours/week, typically with hours between 8am – 4pm. Some weekends are required for upcoming special events. Work schedule will be set to meet the needs of the department.

The selected applicant will have the pleasure of working in a family-oriented atmosphere. The selected applicant will helping to coordinate transportation scheduling of seniors to appointments throughout the course of the day with two drivers, among other tasks; having a good sense of direction and being comfortable helping seniors in and out of the vehicle is a must. Enjoying working with the senior population, including disabled clients, is a MUST for the ideal candidate. Flexibility, being very organized, and being able to multi-task is a must for the selected applicant, as our days are fast-paced. Additional responsibilities include: assisting in special events at the Golden Age Center, helping to maintain and upkeep of our vehicles; coordinate message & rapport with drivers and seniors alike; coordinate upkeep of vehicles with Highway Department; writing reports; basic first aid; ability to comprehend, remember and follow detailed instructions; physical condition commensurate with the demands of the position, including being able to lift 20 lbs.