



Senior Center Program Assistant

Position Description: The City of Gunnison Senior Center (@ the Rec Center) is seeking a Program Assistant (PA). The PA will assist the Senior Center Coordinator to design, plan and implement programming, as well as communications and marketing for these programs and senior fitness classes at the Rec Center. The PA will interface regularly with the older adult community, as well as other city staff and many community partners. This position requires a strong interest in supporting the health and wellness of Gunnison Valley's older adult community and a detail-oriented mindset.

Commitment Requirement: This position is 10 hours per week. Some evening and weekend hours required with advance notice.

Schedule Requirement: PA will be required to hold regularly scheduled office hours during business hours, Monday – Friday, in coordination with other Senior Center staff, and will be required to staff activities and events away from the Senior Center occasionally.

Compensation: \$14.69 per hour, plus free membership to the Community Recreation Center while employed in good standing.

Physical Requirement: It will be necessary to perform physical activities requiring continual walking and standing, as well as bending and reaching. Ability to lift items up to 10 pounds. The work environment is changing and will range from indoor venues to outdoor venues in varying weather conditions.

Technical Skills: Organizational and planning skills, good written and oral communications skills and demonstrated computer literacy required. A valid driver license is required. Must be punctual and easy to contact by telephone and email. Preferred proficiency reading and speaking Spanish.

Application Requirements:

1. Fill out an application form online: www.gunnisonco.gov/HR
2. Submit a Cover Letter and Résumé to:

Elizabeth Gillis
City of Gunnison Senior Center
200 E. Spencer – Gunnison Recreation Center
Gunnison, Colorado
970.641.8272
egillis@gunnisonco.gov

A full background check will be completed and must be passed before position can begin.

Application Deadline: This position is open until filled. First review of applications: February 20, 2020.