

Ypsilanti Senior Center

Position Description

For

Part-time Administrative Assistant

This position reports to the Center Director and oversees front desk receptionist, supervises the senior nutrition program lunches, supervises volunteers, assists with program planning and other administrative and clerical duties. 15 hours/week, generally Monday – Friday with occasional evening and weekends. SALARY: \$17.00/hour

Requirements: High School graduate or GED equivalent. Must be self-motivated, professional, independent and have significant experience working with the older adults. Excellent communication, interpersonal and basic computer skills are essential. Food service experience desirable. Must be willing to obtain a ServSafe Certification.

The full position description and application can be found on www.ypseniorcenter.org or picked up at the center. Resumes and applications can be dropped off at the Ypsilanti Senior Center.