

# Presbyterian Senior Services



## **POSITION: Program Assistant**

Make a difference in the lives of New York City's older adults, their families and the community. For over 50 years PSS has performed vital and important work -- through its nine centers, two apartment buildings and affiliated programs, the agency touches the lives of over 1,000 people a day. As the Program Assistant of one of the senior centers, you will be responsible for the overall development and coordination of senior center programs, services and activities. The Program Assistant's role is vital in ensuring that innovative programming is provided to allow our members to remain active and safe in their communities.

This is a non-exempt (30 hours per week) position that reports directly to the Senior Center Program Manager.

Salary \$13 - \$16 per hour.

## **Job Responsibilities:**

In collaboration with the Program Coordinator, coordinate programming and services to keep participants "healthy, engaged and connected". The Program Assistant works to identify, recruit instructors, schedule, promote, coordinate, and track member participation in various classes, activities, programs, etc. to accomplish this. Such as:

- **Healthy**
  - Nutrition, Health Education & Access to Fresh Food
  - Physical Fitness
  - Mental & Cognitive Fitness
  - Disease & Injury Prevention
  - Respite / Relief
  - Socialization
  - Resources / Info / Basic Needs Assistance
  - Hygiene / Appearance
  - Grief & Support
  - Caregiver Services
  
- **Engaged**
  - Advocacy / Civic Engagement
  - Volunteerism

- Discussion / Focus Groups
- Lifelong Learning
- Giving Back
- Leaving a Legacy
- Hobbies / Travel
- Independence
- **Connected**
  - Civic Engagement
  - Internet / Technology Training
  - Spotting / Outreach the Isolated
  - Keeping involved & engaged
- Provide General Social Service Support, including:
  - Case Management Assistance
  - Entitlements & Benefits
  - Info & Referral
  - Intakes, Case Monitoring & Follow Up
  - Crisis intervention
  - Telephone Reassurance
  - Assuring that all center members are assessed annually, including home visits if warranted
- Actively support and assist in developing, promoting and maintaining various volunteer opportunities, including any relevant volunteer or advisory committees.
- Assist members with their fundraising opportunities
- Assist Senior Center Program Coordinator in maintaining senior center budget, including timely and accurate ordering and purchasing of supplies
- Assist Program Coordinator in submitting required reports, which include senior center's monthly reports and expense reports
- Maintain tracking system on units of services & programs provided
- Promote the agency and center by performing outreach, participating in community events, and representing the agency to the public and community leaders
- Prepare flyers, newsletters, bulletin boards and other informational materials as necessary. Keep members informed through announcements, postings, etc.
- Submit required reports in a complete and timely fashion
- Effectively utilize social media and other digital and communication tools to reach a broad audience
- Assist in serving meals
- Communicate with supervisor and other staff in a timely fashion and meet all required deadlines
- Collaborate with team in meeting agency mission

- Additional duties as assigned by Supervisor
- Communicate with supervisor and other staff in a timely fashion and meet all required deadlines
- Submit required reports in a complete and timely fashion
- Actively pursue and take full advantage of opportunities for professional growth and development. Follow and subscribe to professional development resources (i.e. e-newsletters, professional social media, national aging websites, etc.)
- Comply with PSS Personnel Policy & DFTA Regulations
- Attend Monthly Supervision and Team Meetings
- Additional duties as assigned by Supervisors

**Qualifications and Experience:**

- Bachelor's degree strongly preferred
- Excellent Office Management Skills
- Experience working with Older Adults preferred
- Excellent Interpersonal and Organizational Skills
- Strong computer skills, proficient with Microsoft Office
- Excellent communication skills (written and oral)
- Bilingual fluency (English/Spanish) desirable

**Professionalism and other qualities:**

- Ability to work well independently and on a team
- Maturity and good judgment in relating to peers, partners, and families
- Ability to work with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible
- Demonstrated ability to solve problems and think strategically