



# TOWN OF MANCHESTER



## POSITION AVAILABLE

### BILINGUAL PROGRAM ASSISTANT

Vacancy in the Senior Center

19.5 hours/week - \$25.00/Hour

**Weekly Schedule: Monday, Tuesday, & Thursday 9:00am – 1:00pm**

**Flexible hours available Wednesday and Friday**

**CLOSING DATE: Monday, July 15, 2024**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Under the direction of the Senior Center Director and Recreation Supervisor, assists with the planning, organization, implementation, and supervision of a wide variety of social, emotional, and recreational programs and special events at the Senior Center.

**ESSENTIAL DUTIES:** Assists in planning and implementing activities and events for Senior Center participants, including games, exercise classes, and cultural events. Assists in the translation of program materials and communication for non-English speaking Senior Center participants. Collaborates with community organizations to provide additional resources and programming for Senior Center participants. Maintains accurate records and documentation of program activities and participant attendance. Provides excellent customer service to Senior Center participants and their families, addressing any questions or concerns that arise.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:** Fluency in both English and Spanish. Exceptional organizational skills. Experience developing, implementing, and supervising programs and services for older adults. Experience working in a Senior Center or similar environment. Excellent written and verbal communication skills. Experience working with racially and culturally diverse populations. Ability to work independently on projects. Ability to establish and maintain effective working relationships with co-workers, supervisors, and participants.

**MINIMUM TRAINING AND EXPERIENCE:** Associate's degree or Certification in Human Services, Therapeutic Recreation, or related field – Consideration will be given to applicants with relevant experience and current enrollment in a related degree or certificate program. 2 years of related experience working in a Senior Center or similar setting. Bilingual (English/Spanish) is required. Valid Connecticut Driver's license.

Applications are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Monday, July 15, 2024, or must be postmarked by Monday, July 15, 2024. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability, or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities. *The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*

**Town of Manchester, Connecticut  
Job Description**

**Bilingual Program Assistant**

**Durational - 19.5 Hours Per Week**

**Flexible Schedule – May include Weekend and Evening Hours**

**\$25.00 Per Hour**

**Duties**

Under the direction of the Senior Center Director and Recreation Supervisor, assists with the planning, organization, implementation, and supervision of a wide variety of social, emotional, and recreational programs and special events at the Senior Center.

- Assists in planning and implementing activities and events for Senior Center participants, including games, exercise classes, and cultural events.
- Assists in the translation of program materials and communication for non-English speaking Senior Center participants.
- Collaborates with community organizations to provide additional resources and programming for Senior Center participants.
- Maintains accurate records and documentation of program activities and participant attendance.
- Provides excellent customer service to Senior Center participants and their families, addressing any questions or concerns that arise.

**Desired Knowledge, Skills, and Training**

- Fluency in both English and Spanish
- Exceptional organizational skills.
- Experience developing, implementing, and supervising programs and services for older adults.
- Experience working in a Senior Center or similar environment.
- Excellent written and verbal communication skills.
- Experience working with racially and culturally diverse populations.
- Ability to work independently on projects.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and participants.

**Minimum Training and Experience**

- Associate's degree or Certification in Human Services, Therapeutic Recreation, or related field – Consideration will be given to applicants with relevant experience and current enrollment in a related degree or certificate program.
- 2 years of related experience working in a Senior Center or similar setting.
- Bilingual (English/Spanish) is required.
- Valid Connecticut Driver's license

This sheet is prepared to provide information and guidance. The Town reserves the right to change, add to, or delete any duties. This summary sheet does not constitute a contract of employment. Employment with the Town is on an at-will basis. The Town may terminate the employment relationship at any time and for any reason.