



**JENNIFER R. MENTER**  
Recreation Supervisor –  
Senior Citizen

**CARRIE L. MESMER**  
Recreation Leader –  
Senior Citizen

**TOWN OF GRAND ISLAND  
GOLDEN AGE CENTER**

3278 Whitehaven Road  
Grand Island, NY 14072  
(716) 773-9682/9683  
goldenage@grand-island.ny.us

**Job Posting – Part-Time Recreation Attendant**

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

**Title:** Recreation Attendant

**Status:** Part –Time (19 hours/week)

**Salary range:** \$15.72/hour

**Application Deadline:** Application, resumé & cover letter due to the Golden Age Center, attn.: Jennifer R. Menter, Recreation Supervisor – Senior Citizen, 3278 Whitehaven Road, Grand Island, NY 14072 by 12:00pm on Tuesday, March 26, 2019

**Anticipated Start Date:** Tuesday, April 2, 2019

**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 (2) 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; interest and experience in recreation work; physical condition commensurate with the demands of the position

**Position Summary:**

The Golden Age Center is looking for a Part-Time Recreation Attendant, 19 hours/week, typically with hours between 8am – 4pm. 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 be assisting, conducting, & instructing programming at the senior center. Maintaining attendance, records, answering phone calls, and working in office operations are some secondary duties. Enjoying working with the senior population, including disabled clients, is a MUST for the ideal candidate. Flexibility 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 drive seniors to and from appointments; 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.