



## JOB DESCRIPTION

**Position:** Part-time Senior Center Receptionist and Staff Support

**Department:** Senior Services Department

**Reports to:** Director of Senior Services

**FLSA Status:** Non-Exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

**Position summary:** The Receptionist is responsible for serving Seniors and/or persons with disabilities by greeting and helping, scheduling activities, and maintaining database records. The Receptionist will also be responsible for creating a warm, responsive interaction with the Senior Center visitor and participants. This position requires tact, sensitivity, and professionalism with Seniors, persons with disabilities, staff, and visitors entering the Senior Center.

### Responsibilities & Duties:

- Operating office phones and training others for relief purposes.
  - Route call to the appropriate location
  - Explain center activities to caller
- Greet visitors at front desk and answer various questions, directing them to the appropriate person.
- Accept phone reservations for various activities such as podiatrist clinic, haircuts, luncheon, trips, classes, etc., and collect funds if applicable (trips only).
- Create and maintain an activities database and sign in sheets, making sure they are available for any given activity or program.
- Help with set-up and clean-up for various activities and programs that the senior center provides.
- Assist Seniors and/or persons with disabilities with coordinating scheduling transportation for senior center activities.
- Responsible for managing and scheduling volunteer nurse(s) for weekly blood pressure checks.
- Assist with calling and coordinating volunteers for the assembling of newsletters bimonthly.
- Make sure the brochure rack, posted notices, and bulletin board is up to date.
- All other duties as assigned.

### **Educational Requirements**

- High School Diploma or GED.
- To be successful in this role you will need to be proficient in Microsoft Office applications such as Word and Excel.

**Salary:** Commensurate with experience.

**Working conditions:** The physical demands, work environment factors, and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

To apply: Send resume, cover letter and the names and contact information for two professional references to: [pal-amin@richtownship.org](mailto:pal-amin@richtownship.org). Put the phrase “Part-time Senior Center Receptionist and Staff Support” in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

*Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military, or military discharge status.*