

# Ayer Council on Aging



## Senior Aide Position

*The Senior Aide is responsible in assisting the Ayer COA Director with the daily operations of the Ayer Council on Aging in providing services to Ayer seniors. Services and programming such as Dial-a-Ride,, RSVP volunteer program, social services and the public awareness of the COA and its mission.*

*Supervision: Reports directly to Council on Aging Director*

### *Duties:*

- 1. Prepare written monthly report for MART.*
- 2. Dispatches for Dial-A-Ride: Makes appointments for rides. Answers calls and relays messages to driver throughout the day, on a daily basis.*
- 3. Maintains public relations for Senior Center: Informs the media, local newspapers, local access channel, radio stations of all senior center activities on a monthly and as needed basis. Is responsible for maintaining bulletin board information, preparing all flyers, notices on the computer. Prepare two articles for the monthly newsletter.*
- 4. Prepare monthly report for the Retired and Senior Volunteer Programs (RSVP).*
- 5. Acts as a receptionist, answering the telephones, copying, filing, and making appointments for seniors for various services such as SHINE, Income Tax Preparation, Fuel Assistance, etc.*
- 6. Make referrals at the director's discretion in areas such as legal, social security, food stamps, health, housing, medical, fuel assistance and others, with confidential information.*
- 7. Maintains records and distributes annual Farmers Market Coupons.*
- 8. Trip Coordinator: acts as a liaison between the Ayer Council on Aging, other COA's and tour groups. Reserves seats and is responsible for flyers and information.*
- 9. Other duties as assigned.*

*Minimum requirements: High School diploma, at least one-year work experience within the senior network and computer literate, familiar with word processing and spreadsheets.*