

HELP WANTED

Town of Newstead Senior Services Assistant

The Town of Newstead is seeking a part-time qualified person with a minimum high school diploma to fill the position of Senior Services Assistant. Candidates must be willing to work flexible hours and must be available to work daytime hours, some weekends, some evening hours and to supervise previously planned programming and day to day events at the Senior Center. The Assistant will be required to ensure all regulations pertaining to the Erie County Stay Fit Dining Program and the SilverSneakers Program are adhered to and to assist participants with any and all related applications at the Center and ensure proper procedures for financial matters are followed. The duties also include ensuring walkways are kept safe & clear in inclement weather and light housekeeping responsibilities as necessary. Interested individuals may submit a resume or application no later than June 24, 2024 to:

Town of Newstead
Attn: Town Clerk
PO Box 227- 5 Clarence Center Rd
Akron, NY 14001

The Town of Newstead is an Equal Opportunity Provider & Employer.
Complaints of discrimination should be sent to:
USDA Director, Office of Civil Rights, Washington DC 20250-9410