

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. Experience with senior citizens or education related to seniors is a plus.

Candidates must be physically able to do the required work. The position requires a flexible schedule and applicants must be available to work daytime hours, some weekends, and some evening hours. The Assistant will be required to supervise previously planned programming and day to day events at the Senior Center, 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 candidates should submit a resume by February 3, 2025 to:

Town of Newstead
Attn: Senior Center Director
P.O. Box 227
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