

## **David E. Anderson Willoughby Senior Center Evening Monitor**

The newly constructed David E. Anderson Senior Center is a group of caring individuals committed to providing a variety of informational, cultural and leisure activities to individuals age 55 and over. We are committed to providing these services to our members in a positive and helpful atmosphere and looking to extend our staff with a new part-time position of Evening Monitor.

The Evening Monitor is expected to help ensure safety, quality and appearance of the center. The successful candidate will need to be able to work with a diverse population. Minimum age is 18 years. Hours are; Monday through Friday evenings from 4:30/5:00 p.m. to 9:00 p.m. and certain weekends. (Subject to change with notice). \$12.62/hour.

### **Job Skills / Requirements**

- Enforcement of the DEAWSC policies and guidelines for the field house (basketball court #4 and track), Fitness Center and activity rooms.
- Patrol and monitor the evening building activities in individual and group setting during operation hours as scheduled by the city.
- Good communication skills while dealing with the public and answer telephones.
- Respond to the needs and answer questions of our participants with accurate information.
- Have the ability to make independent and sound decisions in a fast paced environment.
- Handle questions/issues/complaints in a friendly and courteous manner.
- Notify appropriate staff of any unsafe conditions, complaints, needed repairs, incidents or accidents in a timely manner.
- Educate the members, participants and general public on services, programs, events and other opportunities.
- Keep field house (basketball court #4 and track), Fitness Center and activity rooms clean and well organized.
- Perform routine administrative tasks (stuffing envelopes, folding papers, data entry, etc.)
- Reflect a positive attitude.
- Highly organized, detail and goal oriented.