

**PROVINCETOWN COUNCIL ON AGING
COA PROGRAM ASSISTANT
JOB DESCRIPTION**

Definition

Assists Program Coordinator in hosting, developing, publicizing programs. Provides COA office coverage.

Supervision

Supervision Scope: Performs responsible tasks that require the exercise of some judgment and initiative.

Supervision Received: Work is performed under the direct supervision of the COA Program Coordinator and COA Director.

Supervision Given: This position has no supervisory duties.

Job Environment

Work is performed in busy office, kitchen, dining room, activity rooms, outdoors and at off-site events.

Constant communication with COA staff, volunteers, instructors, senior participants, and the general public. Access to confidential client personal information. Operates computers and other office equipment, kitchen appliances including industrial dishwasher, ovens, etc. and program equipment such as televisions, recording devices, etc. Travel may include supply shopping trips and training sessions.

Essential Functions

- Assists with COA programs including hosting, technology requirements, event set up/break down, attendance data, dining support, clean-up.
- Assists with publicity for programs including creating and distributing fliers.
- Assists with office coverage including answering phones, assisting walk-in clients with requests.
- Physical work includes lifting up to 30 pounds, moving and setting up furniture, using stepstools in storage/activity areas, cleaning kitchen and other areas, and other duties as required or assigned.
- Maintains high standards of confidentiality at all times.
- Performs other similar or related duties as required or assigned and assists co-workers as needed.

Recommended Minimum Qualifications

Education and Experience:

High school graduate or equivalent. Computer skills preferred, particularly desktop publishing. Experience working with older adults preferred. CPR, Safe Food Handling training (provided). CORI check.

Knowledge, Ability and Skill:

Ability to communicate and work well with a diverse clientele, including people with physical and cognitive challenges; strict adherence to confidentiality; aptitude for or willingness to learn technology/use of program equipment such as SMART TV, Zoom, music/game systems; positive, welcoming personality; ability to work independently.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

11/21/22