



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

RCC JOB POSTING

ASSISTANT TO THE DIRECTOR OF SENIOR ADULT PROGRAMS

Reston Community Center, Reston, VA

\$14.50 - \$18.00 per hour (S14 – up to 20 hours/week)

POSITION DESCRIPTION:

Under the direction of the Senior Adult Program Director, the Assistant to the Senior Adult Program supports all activities planned and implemented for the senior adult population. This includes ongoing classes, special events, workshops, trips and promotional events.

OVERVIEW:

The Program Assistant helps with program development and program facilitation. The Assistant meets on a regular basis with the Program Director to discuss and review ideas for new programs and trips and assists with research (e.g. internet, telephone, print media) to gather further information and provide appropriate follow-up procedures. Procures refreshments and supplies for upcoming classes, workshops, and special events and sets up the refreshment table during these programs. Completes regular review of trip and tour registration rosters and contacts the participants via letter or telephone to confirm trip details and itineraries. In addition, the assistant responds to inquires and provides assistance to patrons when the Senior Adult Program Director is unavailable. Marketing is a large component of this position and the Assistant will aid in the compilation and distribution of promotional materials throughout Small District 5 while interacting with the public in a positive manner. Lastly, it is essential that the Assistant maintains a safe and positive environment for senior patrons while ensuring the proper care and security of RCC equipment and facilities.

DUTIES & RESPONSIBILITIES:

- Communicates with the Senior Adult Program Director on a regular basis to keep the Director abreast of patron concerns, needs, suggestions, etc
- Familiarity with and knowledge of RCC evacuation and emergency procedures;
- Reviews inventory of refreshments and supplies and notifies Director when additional supplies are needed;

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191

703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax
www.restoncommunitycenter.com



- Purchases refreshments/supplies from appropriate location with Director approval;
- Sets up classroom/workshop refreshment area prior to start of session;
- Assists with researching potential trends, classes, and special events;
- Sets up and supervises the Senior Adult Tea Dance one time per month, which is held on the second Sunday of the month in the afternoon;
- Is responsible for the proper use, care, and security of RCC equipment and facilities;
- Interacts with participants, parents, or interested members of the public in a positive manner;
- Promotes Center programming through referral of patrons to other RCC staff when questions extend beyond the Assistant's area of expertise.
- Refers requests for refunds, transfers, suggestions, and complaints to the Senior Program Director;
- Reviews the upcoming weekly/monthly schedule in advance with the Program Director to determine the days and hours that the Assistant will be working in the Center;
- Notifies the Program Director at least 2 hours prior to scheduled shift if unable to attend due to illness or emergency;
- Is available to answer patron questions and attend to program needs when the Program Director is unavailable;
- Delivers promotional flyers and materials to locations in the tax district such as local Fellowship houses, community centers, library, etc.

QUALIFICATIONS:

- Graduation from High School plus two years of work experience;
- Strong Computer skills including proficiency using spreadsheet, database, and word processing software;
- Flexible schedule with ability to work some weekends as required;
- Demonstrated organization skills and attention to detail;
- Excellent oral and written communication skills;
- An ability to establish and maintain effective working relationships with customers, vendors, and staff.

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PREFERRED QUALIFICATIONS:

- College Degree or completion of at least two years of college curriculum related to recreation, leisure management, human services, and/or education;
- CPR/First Aid certified;
- Bilingual ability

PLEASE NOTE: As an exempt part-time employee, you are not eligible to earn sick, annual or holiday leave and are not eligible to participate in the County's health and life insurance programs.

You will be eligible to apply and be considered for merit job vacancies advertised as County promotional opportunities, as well as those vacancies which are open to persons who are not currently County employees.

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