

Senior Center Facilities Coordinator

Type of Position: Non-exempt

Reports to: Senior Center Manager and Village Clerk/Manager

Education/Experience:

- High school diploma or high school equivalency credential, such as the General Educational Development (GED) test or High School Equivalency Test (HiSET).
- Minimum one (1) to two (2) years' experience as a custodian/maintenance.

Additional Requirements:

- Ability to perform, with or without reasonable accommodation, physical tasks and activities including but not limited to lifting and carrying objects up to 25lbs, climbing ladders, and operating tools and other equipment.
- Ability to work outside and inside, sometimes in inclement weather.
- Ability and willingness to work with others effectively.
- Ability and willingness to participate with staff members and seniors' daily activities.
- Willingness to travel with staff members and seniors to field trips
- Assist and participate with Senior Center Program Coordinator with senior activities.
- Responsible for driving and collecting donated items from vendors.
- Flexibility, patience and taking initiative.
- Knowledge of safety procedures.
- Basic knowledge of gardening.
- Excellent customer service skills.
- Basic computer knowledge.

Major Tasks and Responsibilities:

- Clean Center daily.
- Sanitizing the fitness room equipment at the end of every day.
- Keeping the Senior Center grounds safe and clean.
- Provide excellent customer service to Seniors and Village residents.
- Provide coverage in the absence of other Tijeras Senior Center staff.
- Assist in preparation and decoration for special events.
- Coordinate with the Senior Center Manager and Program Coordinator to ensure classrooms are set up appropriately for daily activities, classes, and outside use.
- Coordinate with the Senior Center Manager and Program Coordinator in maintaining furniture layout plans for each classroom to ensure classes have the appropriate set-up.
- General maintenance of supplies and conditions in restrooms.
- Performs other related duties as directed.