



Center Aide
Community Centers

CC/5
Pay Grade: 7

JOB SUMMARY

This position assists in the operations of a community center by providing transportation services to residents and assisting in the maintenance of center facilities.

MAJOR DUTIES

- Operates a vehicle to transport residents to and from the community center and from the center to special events.
- Runs office errands.
- Maintains assigned vehicle; performs pre- and post-trip safety inspections.
- Picks up food items from the Food Bank; picks up food items for the Kid Café program.
- Cleans community center facilities; sweeps and mops floors; collects trash; cleans restrooms; dusts shelves; removes litter and debris from exterior of building.
- Answers telephone and greets visitor; provides information and assistance.
- Faxes correspondence and makes copies.
- Opens and closes the center as necessary.
- Assists with assigned programming.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of community center policies, procedures, goals and objectives.
- Knowledge of traffic laws and safe driving techniques.
- Knowledge of county roads and landmarks.
- Knowledge of facilities maintenance principles.

- Skill in the safe operation of an assigned vehicle.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

SUPERVISORY CONTROLS

The Community Center Director assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related vehicle operation and facilities maintenance duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to transport patrons and assist in maintaining center facilities. Successful performance contributes to the efficient and effective delivery of services to area residents.

CONTACTS

- Contacts are typically with coworkers, volunteers, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in a community center and outdoors, occasionally in cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

