

2023 Summer Youth Employment Program

Job Description

Department: Orange County Department on Aging

Position Title: Programs and Facility Operations Assistant

Minimum Age: 14, 16 preferred

Position Description:

This position will assist Center Programs and Operations team with specific projects including administrative duties, assisting with classes, programs, special events, and public relations efforts for culturally diverse persons 55 plus at a local senior center. In addition to supporting other programming, the employee will have the opportunity to develop and implement a fun program, class or activity of their own design with support for staff for center participants to enjoy.

What you'll do at work:

- Greeting center participants
- Filing and organizing projects
- Assisting with special events, classes and other program logistics
- Creating fliers
- Helping to serve lunch
- Develop and implement a program, class or activity

Skills needed:

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| <input checked="" type="checkbox"/> Microsoft Office Suite | <input checked="" type="checkbox"/> Leadership Skills |
| <input type="checkbox"/> Swimming | <input checked="" type="checkbox"/> Interpersonal Communication Skills |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Heavy Lifting |
| <input checked="" type="checkbox"/> Zoom | <input type="checkbox"/> Tools |
| <input checked="" type="checkbox"/> Public Speaking / Presenting | <input type="checkbox"/> Heavy Equipment |
| <input checked="" type="checkbox"/> Organizational Skills | <input checked="" type="checkbox"/> CPR/First Aid |
| <input type="checkbox"/> Other: _____ | |

Typical Schedule:

Days of the week- Tuesday through Friday

Hours- 12:00pm to 5:00pm