

**POSITION: Community Social Services Assistant | Part-Time**

**DEPARTMENT: Social Services**

**Grade: 18**

**Starting Salary: \$13.1659 per hour**

**Position: 5300119**

**Posted: February 9, 2026**

**Closing: February 20, 2026**



### **Responsibilities**

The primary purpose of the Community Social Services Assistant is to develop and implement comprehensive health and wellness programs for the Senior Center, including overseeing educational and fitness programming.

### **Qualification Requirements**

***To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.***

### **Essential Functions**

- Assesses, implements, plans & schedules new and ongoing health education, fitness programming, and activities.
- Leads fitness/wellness classes, assists with the physical training of members to improve strength, flexibility, cardiovascular conditioning, and overall health.
- Ensure incorporation of evidence-based health promotion programming.
- Oversees & maintains fitness room equipment, maintenance, and safety; instructs others in proper operation of fitness equipment.
- Develops and assists with special events.
- Organizes and oversees senior health screenings/programs, including blood pressure checks.
- Collaborates with external agencies to provide local health and fitness resources to seniors.
- Supervises fitness instructors and volunteers.
- Responds to customer, public, or media requests for information about wellness programming and services.
- Addresses client/member requests and concerns.
- Assists Senior Center Program Administrative Officer as needed.
- Attends required training courses and workshops.
- Performs shelter and special needs duties as required or assigned by the Administrative Officer and/or designee or Director.

### **Knowledge, Skills, and Abilities**

- Basic knowledge of the social, economic, and environmental conditions of clients to be served;
- working knowledge of basic household tasks and management functions, and ability to teach others; working knowledge of and ability to enlist the aid of available community resources;
- skill in basic reading, writing, and simple mathematics;
- ability to establish rapport and relate to the population served and a variety of service disciplines (social workers, doctors, teachers) and community businesses;
- ability to prepare and maintain simple reports of activities;
- ability to exercise good judgement in appraising situations;
- ability to verbally communicate findings.

### **Minimum Training and Experience**

demonstrated possession of knowledge, skills, and abilities gained through at least one year of performing similar tasks to those assigned.

### **Special Requirements**

- Valid driver's license

**AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**  
**All prospective employees are subject to a criminal background check**  
**References may be requested**