CASTLE ROCK
SENIOR ACTIVITY CENTER
"Loving Life in the Second Half"

Part-Time Content Creator/Media Support/ Activities Coordination Support
Job Description

Description of Duties:

This is a part-time hourly position of 20 hours per week – Monday-Thursday, 11:45 am - 4:45 pm preferred. This person will create content for Newsletter, Social Media and other marketing material (Microsoft Publisher only) on a monthly basis, adhering to all schedules and deadlines.. In addition, this person will perform administrative duties related to activities and programming scheduling, under the direction of the Assistant Director. This staff role will serve as a support member of the team, assisting with other programs and services as needed.

Supervision Required:

The Newsletter Editor will be under the immediate supervision of the Assistant Director.

Essential Duties and Responsibilities:

1. Communicate and coordinate with all contributors to the newsletter, determining in advance what needs to be published each month and making sure all materials are received by publishing deadlines.
2. Using Microsoft Publisher, design and write the monthly newsletter, on a timely schedule in order to have newsletter out to the public well in advance of Sign-Up Day.
3. Prepare the newsletter for publishing (uploading to LPI publisher will be handled by Assistant Director).
4. Pull maps for previously attended venues for transportation coordinator.
5. Keep CRSC Activities Book up-to-date with information and maps about all off-site and on-site programs.
6. Keep Trip Books and Restaurant Books, along with their spreadsheets, updated.
7. Collaborate with Trip Hosts, Activities Chairperson, and Assistant Director on details for each event, making sure that all details are arranged, paperwork completed, payments made, etc. This position will be the CRSC liaison with the various venues.
8. Research and organize new activities or programs, in collaboration Assistant Director, as needed.
9. Book outside tickets, reservations and entertainment for events and activities.
10. Be responsible for social media presence (i.e.: Facebook, Instagram, Twitter, etc.)
11. Greet, assist, and direct the public, members and/or visitors to the appropriate staff person.
12. Be able to respond to members and the public about senior services.
13. Other duties as assigned.

General Office:

1. Provide office support services in order to ensure efficiency and effectiveness within the Center.
2. Receive, direct and relay telephone messages and fax messages.
3. Assist with the activities, services and other sign up programs. This will include verifying payments, maintaining waitlists and handling cancellations.
4. Handle and process purchases and money transactions. Be responsible for using the credit card machine and keying into the cash register.
5. Send/receive faxes.

Possible Additional Duties Which May Be Assigned at a Later Date if Time Allows

1. Keep official calendar for the Center up-to-date, coordinating scheduling with trip planners, facilitators and staff.
2. Attend the activity planning meetings to assist with planning.
3. Learn the newsletter mailing process and be the back-up staff member for mailing and working with volunteers.
4. Design and regularly update the Center's televised information platform.
5. Help with on-site activities and events.
6. Photograph events, activities and people, maintaining photo files.

Skills, experience and training:

- Associate Degree from an accredited college and certification from a design school/trade school.
- Must have design and newsletter layout experience. MS Publisher a plus.
- Must have grammar and writing abilities.
- Must have an excellent working knowledge and skills in computer programs, software and usage.
- Must have a strong commitment to the success of the organization.
- Ability to interact with general public and members of the organization.
- Ability to work well with other staff in dealing with unexpected situations and challenges.
- Ability to adapt to an ever-changing environment.
- Problem solving skills helpful in responding to unanticipated circumstances and challenges
- Ability to read and understand materials and compare information or instructions in written form.
- Must have a valid Colorado Driver's License and acceptable driving record.

Computer proficiency:

- Microsoft Office Programs
- Design Software – Publisher, Adobe, Etc.
- Financial programs
- Search engines
- Social Media - Hootsuite
- Database Software programs – Schedules Plus

Physical Requirements:

1. Ability to lift a burden of 25 lbs. or less.
2. Ability to participate in routine conversation in person or via phone or hand held radio and distinguish signals including alarms, emergency whistles, equipment malfunction signals and similar alerts.
3. Ability to visibly distinguish circumstances, situations, written material and other details within the environment at distance both near and far.
4. Mobility to move to and from points within and without of the Senior Center.

Other Requirements:

1. Ability to interact with general public and members of the organization.
2. Ability to work well with other staff in dealing with unexpected situations and challenges.
3. Ability to adapt to an ever-changing environment.
4. Ability to remember processes and procedures for dealing with competitive situations and challenges.
5. Problem solving skills helpful in responding to unanticipated circumstances and challenges
6. Ability to read and understand materials and compare information or instructions in written form.

Compensation:

$22 – 25 per hour, DOE

How to Apply:
If you share our passion for seniors, and want to be part of this committed and collaborative team, we invite you to join us in this key role.
Please apply by submitting BOTH a resume and cover letter to: Executive Director - 2323 Woodlands Blvd, Castle Rock, CO 80104.
CRSC is an Equal Opportunity/Affirmative Action Employer.

Position Description:

Position descriptions are dynamic documents, meant to be updated and revised continuously, based on the programs and services we offer. We encourage you to offer suggestions for improving your effectiveness and the design of your position by speaking with your supervisor

- I have received a copy of the Employee Handbook.
- I have received a copy of the Center's By Laws.
- I have received a copy of the Center' Organizational Chart
- I have read the job description for the Part-time Newsletter Editor & Activities Coordinator Support position and have had all my questions answered in regards to the job duties, responsibilities and requirements.

Signature: _____ Printed Name: _____

Date: _____ 10/2022