

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Center Assistant

LOCATION: Glenwood Senior Activity Center

HOURS: 20 Hours per week

FULL-TIME: **PART-TIME:**

APPLICATION DEADLINE: Open until filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 8.59 per Hour

JOB DUTIES:

Assist in center where needed
Transport participants to/from center
Delivering home delivered meals as needed
Assist with kitchen and/or janitorial duties
Assisting in the office with clerical duties
Other duties as assigned

EDUCATION REQUIREMENTS: High School diploma, GED or one-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Must have good organizational skills, ability to multi-task and work in fast-paced environment. Good telephone and computer skills preferred.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Regularly must lift and/or move up to 25 pounds. Occasionally up to 50 pounds.

DATE OF NOTICE: 11/29/17

Remove after: 12/09/17

“EQUAL OPPORTUNITY EMPLOYER”
Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121