

# Program Assistant

Service Now for Adult Persons, Inc. – Eastern Queens Senior Center – Queens Village, NY

**Job Summary:** Under the supervision of the Senior Center Director, responsible to assist in the planning and conducting of senior center recreational, educational and cultural activities.

**Responsibilities include, but no limited to:**

- Assist with the planning, organization, coordination and implementation of all educational and recreational activities
- Arrange and accompany participants on trips
- Help to recruit and maintain volunteer corps to facilitate educational and recreational activities
- Assist with planning, coordination and supervision of the work of volunteers
- Contribute to the monthly newsletter
- Assist in keeping accurate and up-to-date client records
- Assist in the input of daily activity statistics in the DFTA STARS program
- Collect and record participant contributions
- Prepare, distribute and post outreach announcements
- Perform other tasks as requested

**Qualifications:**

- Associate's degree or High school diploma (or equivalent) or minimum two years of human services experience

8:30 am to 4:30 pm, 5 days/week, 35 hours per week / plus Benefits

**Salary:** \$29,500.00 – 30,000.00

To apply, please send a cover letter and resume via fax, or email to Jessica Kong-Ahamat.

**Fax:** (718) 740-4999, or **Email:** [jahamat@snapqueens.org](mailto:jahamat@snapqueens.org)