



**TOWN OF GEORGETOWN**  
**Office of the Council on Aging**

Georgetown Senior Community Center ♦ 51 North St. ♦ Georgetown, MA 01833-2086  
Phone: (978) 352-5726 ♦ Fax: (978) 769-5953

**COUNCIL ON AGING**  
Program and Activities Assistant

**General Summary:** Assists planning, coordination and management of COA Programs and Activities. Performs some administrative support within the Council on Aging. Works as a member of the COA team and reports to the Director of the Council on Aging.

**Responsibilities:**

- Assist in daily operations of COA and Georgetown Senior Community Center
- Assist in management of daily activities at the Georgetown Senior Community Center.
- Assist in supervision and management of COA volunteers.
- Assist Director in planning and coordinating speakers and entertainment.
- Assist Director in planning special events.
- Assist in maintenance of statistic database
- Answers telephone and greets clients
- Performs similar or related work as required.

**Qualifications:**

- Graduation from a two year or four-year college or university with a degree in business, social services, human services or a closely related field. Two-years experience in Human Service Program; or an equivalent combination of education and experience.
- Ability to exercise patience, compassion and flexibility and to make independent judgments in responding to emergency situations.
- Computer skills. Strong organizational skills, interpersonal, written and verbal skills.
  - Some knowledge of human services. Experience with elders preferred.
  - Ability to manage crises and sensitive issues.
  - Ability to work and communicate with people and maintain confidentiality.
  - CORI check required

**Tools and Equipment Used:**

Personal computer, including word processing and data base software; calculator; copy machine; telephone; automobile.