

Wallingford Community Senior Center (WCSC)

www.wallingfordseniors.org

206.461.7825

Title: Administrative Assistant

Mission: WCSC builds community across generations and fosters healthy, secure, positive aging. We aim to create an inclusive, vibrant, age-friendly organization that helps people connect, engage, and expand their horizons.

Goal of Position: Create a hospitable environment, while ensuring that the public gains the resources or answers requested. Help support Wallingford Community Senior Center, older adults, and their allies.

Duties:

- Manage and answer the phones, screen calls, respond to inquiries, direct clients to various resources, and forward calls to staff when appropriate.
- Register interested participants for programs and services.
- Monitor daily sign-in sheets for participants and volunteers.
- Keep lobby, lounge and reception areas tidy and organized.
- Answer resource information questions as appropriate.
- Stay up-to-date on knowledge of staff roles, current programs and instructors.
- Help with calling ACCESS when van riders need assistance.
- Be aware of customers who might need assistance while at WCSC; alert staff as needed.
- Manage front-desk financial transactions; keep cash box secure.
- Make calls to community members about upcoming classes and events.
- Keep signage/fliers orderly and updated, and remove outdated fliers.
- May be asked to assist with arranging class and meeting room furniture.

Length of Commitment: A 6 month commitment would be preferred. We will work to accommodate your schedule. Our available hours are Monday- Friday: 8:30a.m.-5:30p.m.

Supervisor/Worksite: Report to Program and Operations Coordinator. Wallingford Community and Senior Center, 4649 Sunnyside Ave N, Suite 140, Seattle, WA 98103.

Qualifications/Requirements:

- Customer service orientation and superior communications skills.
- Self-directed, motivated, organized, ambitious, and likes to stay busy.
- Desire to stay up-to-date on center news, programs, and community resources, etc.
- Ability to use or learn to use 2-line phone system.
- Able to sit for up to 4 hour shifts.
- English-speaking
- Windows/PC computer skills, Microsoft Office familiarity.

Benefits:

- Utilize your professional skills and/or hobby interests to help strengthen WCSC, North and North East Seattle. Meet new friends, create new networks, or come explore the many programs and classes offered at WCSC. Help WCSC increase the friendly community atmosphere. Also, get valuable skills for your resume. Students: Internships Welcome (possibly get credit for your classes).