**EMPLOYMENT OPPORTUNITY**

**FACT SHEET**

**POSITION: Center Assistant - SUB**

**LOCATION: Mt Ida Senior Activity Center**

**HOURS: Up to 29 Hours per week / As Needed**

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

**APPLICATION DEADLINE: Open until filled**

**DATE POSITION TO BE FILLED: As Soon As Possible**

**SALARY: $ 11.00 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: 7/12/21**

#  “EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

**To download Employment Application go to** [**www.cadc.com**](http://www.cadc.com/) **or for more information call 501-315-1121**