

PART TIME PROGRAM AIDE – OAKLAND SENIOR CENTER

Part Time Program Aide – Borough of Oakland. This position involves assisting the Senior Center Director with a variety of tasks involved with the daily operation of the Senior Center. Responsibilities include routine clerical work, verifying records, setting up for events, helping run special programs and post event clean up. Applicants should like working with & serving people. Office experience along with good computer skills is a must. This position calls for a flexible work schedule and applicants must be available to cover the every-day operations of the center from 9am to 4pm when the Director is out or large programs are planned. The pay range is \$10--\$20 per hour, depending on experience and qualifications. Applications are available at Borough Hall or on the Borough Web Site, www.oakland-nj.org. Applications, along with your resume and cover letter should be mailed to: Arielle Preciado, Oakland Borough Senior Center, 20 Lawlor Drive, Oakland, New Jersey 07436. You may also e-mail them to seniors@oakland-nj.org. All applications must be received by the close of business on Monday, August 10, 2018. EOE.