



# TOWN OF ERVING

## Erving C.O.A

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### Senior Citizen Property Tax Work-Off Program Job Description

**Description:** This position requires a person to be highly flexible. Able to adapt to a fast and ever changing daily pace. Well organized, self-motivated and able to solve simple tasks that arrive unexpectedly. Must have excellent people skills. Able to clearly answer the phone and communicate as well as take written detailed notes. Willing to follow daily procedures as written on a check list. Have a positive attitude. Must have good personal hygiene, be punctual, responsible and have the ability to meet HIPPA standards keeping information confidential. Pass a CORI check. Experience working with Excel & Word a plus. Able to run a copier and fax machine.

**Duties:** Open or close the building. Put out daily attendance sheets. Prepare for classes or events on check list. Check answering machine for messages and respond as necessary. Take daily phone calls. Straighten up chairs, tables etc. always making the center presentable. This includes all area rooms at the center including restrooms. Help serve with congregate meals as well as home cooked meals. This includes set-up and clean-up in the kitchen and dining room. Assist where ever and whenever needed with the seniors. Water the plants. Be responsible for collecting lunch money as well as making correct change. Learn the basic understanding of the FRTA ridership board. Communicate with the driver if there are any changes made. Read weekly posted events as well as the monthly calendar to become familiar with daily events. Know where to get access for the basic contacts in case of a building emergency a personal emergency or an instructor does not come in as scheduled. Smile a lot and make everyone feel welcome.