

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Center Assistant I / Temporary (ARRA / American Recovery Reinvestment Act)

LOCATION: Gurdon Senior Adult Center

HOURS: 30 Hours per Week

FULL-TIME: X

PART-TIME:

APPLICATION DEADLINE: Until Filled

DATE POSITION TO BE FILLED: ASAP

SALARY: \$ 7.42 per hour

JOB DUTIES:

Assist in center where needed.
Transport participants to/from center.
Delivering home delivered meals as needed.
Other duties as assigned.

EDUCATION REQUIREMENTS: 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.

EXPERIENCE NEEDED: Good computer skills required

OTHER REQUIREMENTS: Pre-Employment & Random Drug/Alcohol Screening and Criminal Background Check. Safe driving record and must be able to regularly lift and/or move up to 25 lbs occasionally up to 50 lbs.

DATE OF NOTICE: 04/21/10

Remove after: 05/01/10

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

Apply on-line at www.cadc.com or for more information call 888-404-7360