

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Center Assistant II
LOCATION: Malvern Senior Activity Center
HOURS: 40 Hours per Week
FULL-TIME: X **PART-TIME:**
APPLICATION DEADLINE: Until Filled
DATE POSITION TO BE FILLED: As Soon As Possible
SALARY: \$7.80 per Hour

JOB DUTIES:

Assisting in the office
Data Entry
Transporting 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: Must have excellent telephone and computer skills. Must have good organizational skills, ability to multi-task, and work in fast-paced environment.

OTHER REQUIREMENTS: Criminal Background Check and Pre-Employment & random drug/alcohol screenings. Must have safe driving record and be able to regularly lift and/or move up to 25 lbs and occasionally up to 50 lbs.

DATE OF NOTICE: 01/05/12

Remove after: 01/15/12

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 888-404-7360