

CITY OF EAST PROVIDENCE
PART TIME EMPLOYMENT OPPORTUNITY



PART-TIME MEMBER SERVICES REPRESENTATIVE
\$15.00 per hour (No Benefits)

POSITION DESCRIPTION

Serves as receptionist to Senior Center members and guests. Answers all incoming telephone calls and assists members and guests with memberships and renewals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Greets the public in person and on telephone, provides general information regarding City of East Providence services, and Senior Center activities and programs, and directs individuals to appropriate department or person that can best serve their needs.
2. Monitor front desk making sure all who come into the Center for activities scan their membership card upon entering the building.
3. Provide East Providence Senior Center membership information to those inquiring to join including: Membership eligibility, fees and activities.
4. Give tours of the Senior Center to potential new members.
5. Maintain, provide and update all membership forms.
6. Input and update membership data into My Senior Center database.
7. Issue membership scan cards to new members and to those who need a replacement card.
8. Assist Senior Center volunteers as needed.
9. Monitor and replenish resource brochures and fliers in lobby.
10. Monitor inventory of coffee hour supplies.
11. Greet and receive East Providence residents who are entering building when the Center is activated as an emergency cooling or warming center.
12. Keep all member information both verbal and in writing confidential.
13. Perform other related duties as required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of functions and activities of both the City of East Providence and the Senior Center.
2. Ability to effectively assist the public.
3. Operate standard office equipment, including multi-line telephone, photocopier, facsimile, and personal computer using standard word processing and database software.
4. Maintain confidentiality.
5. Establish and maintain effective working relationship with coworkers, city officials, volunteers, members and the general public.
6. Demonstrate proficiency in both oral and written communication; and maintain records and files with precision and accuracy.

East Providence residents are strongly encouraged to apply.

Please apply online at:

https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclid=19000101_000001&type=JS&lang=en_US

Application and resume must be submitted no later than November 10, 2021, by 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER