



Blaine-Birch Bay Park and Recreation District 2

Job Title: Part-Time Community Center and Senior Program Staff

Reports To: Operations Manager

Pay Rate: Minimum \$19

Employment Part-time (approximately 25 hours per week; schedule may include weekday mornings, evenings, and occasional special events)

Position Overview

Under the supervision of the Operations Manager of the Blaine Community Center, the Community/Senior Center Worker provides part-time administrative and customer service support at the front desk of the Senior/Community Center and assists with reporting and coordination for the District's Meals on Wheels program.

This position plays an essential role in supporting older adults and community members by ensuring a welcoming environment, accurate recordkeeping, and efficient daily operations.

Key Responsibilities

Front Desk Operations

- Greet participants, visitors, volunteers, and staff in a professional and courteous manner
- Answer and route incoming phone calls
- Provide information regarding District programs, classes, rentals, and special events
- Register participants for activities and maintain accurate program records
- Process payments and issue receipts in accordance with District procedures
- Maintain front desk logs, attendance records, and participant databases
- Assist with facility scheduling and daily activity calendars
- Perform general administrative tasks including filing, copying, scanning, and data entry

Meals on Wheels Program Support

- Assist with preparation and organization of daily/weekly/monthly Meals on Wheels reports
- Maintain accurate participant and client records, including dietary restrictions and contact information
- Track meal counts, delivery routes, and volunteer driver documentation
- Enter data into reporting systems in a timely and accurate manner
- Communicate client updates or concerns to supervisory staff
- Support compliance and grant-related documentation requirements
- Assist with coordination between staff, volunteers, and clients as needed

Qualifications

- High school diploma or equivalent required
- Customer service or administrative experience preferred
- Experience working with older adults and/or volunteers preferred
- Proficiency in Microsoft Office and basic data entry systems

- Strong written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive information
- Detail-oriented with strong organizational skills
- Once position is accepted, candidate must pass background checks

Knowledge, Skills & Abilities

- Ability to provide excellent customer service in a public-facing role
- Ability to multitask in a busy office environment
- Ability to work independently while supporting a team
- Professional demeanor and compassionate approach when serving seniors

Physical Requirements

- Ability to sit and stand for extended periods
- Ability to lift up to 25 pounds occasionally
- Ability to assist with light setup or program materials as needed

To Apply

Please send resume and cover letter to info@bbbprd2.com