

Senior Activity Clerk - Part-time

The Township of Saddle Brook is looking for a part-time senior activity clerk 1 to support the daily operations of the Township senior activities. This individual will serve as the point of contact for all senior activity attendees and arranging all activities, programs and classes.

Responsibilities include but are not limited to:

- Running of the daily operations of the senior age activities as needed
- Arranging and holding senior age activities and classes
- Scheduling of activities and classes with the recreation department
- Expanding and promoting senior age activities and classes by way of recommendation to the administration office
- Tracking and collection of funds and submitting funds to the finance office
- Increasing attendance/membership of senior age activities
- Schedules personnel as needed
- Oversight of the daily operations of the senior bus
- Event planning and coordination
- Submit recommendations to the Mayor and Administrator on future growth of senior age activities and programs

Requirements, Knowledge and Abilities:

- Experience in planning, initiating and organizing senior age programs and activities
- Appointees will be required to possess a valid drivers license in NJ
- Preferred experience with Microsoft Office
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department
- Knowledge of the methods and problems involved in coordinating senior age programs and activities
- Ability to encourage participation in the organized programs
- Ability to establish and maintain cooperative working relationships with associates and the public

Interested candidates should submit a letter of interest along with a resume to Township of Saddle Brook, 55 Mayhill St. Saddle Brook, NJ 07663 Attention: Administrator

Deadline: April 4, 2025. The Township reserves the right to fill the role prior to April 4, 2025.