

Catholic Charities Diocese of Arlington
St. Martin de Porres Senior Center

Job Title: ACTIVITIES ASSISTANT- MORNING

Benefits:

- Support local senior center for low-income seniors
- Provide food to the needy
- Enhance the lives and health of area seniors

Responsibilities:

- Make coffee and set up continental breakfast
- Distribute morning newspapers and magazines
- Set out participant nametags
- Straighten up, light cleaning
- Write day's menu and activities on markerboard
- Set up dvd and/or vcr for morning exercise
- Set up cd player and stereo
- Photocopy and post word puzzles and suduko

Qualifications:

- Physical and mental ability to follow direction, task list, and food safety rules.
- Ability to read and write in English legibly
- Fluent in English
- Comfortable using photocopier, dvd player, vcr, television, and cd player. Previous experience a plus.
- Comfortable using coffee maker.

Commitment:

Minimum of six months; at least two mornings a week.

Hours of availability:

Two or more weekdays a week from 7:30am to 9:15am

Location: St. Martin de Porres Senior Center 4650 Taney Ave. Alexandria VA 22304

Contact: Maryanne Mundy, Activities and Volunteer Coordinator. 703-751-2766
mmundy@ccda.net

visit our website at www.ccda.net