



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Senior Center Aide

Position Type: Part-time, hourly, non-exempt

Hours: 15 hours/week

Location: Gladstone, MI

Pay Range: \$13.73

Benefits: Benefits include paid time off; 403(b) retirement plan, and access to our Employee Assistance Program.

Job Summary: This position assists with clerical duties and other center activities at the Gladstone Senior Center

Qualifications:

- Working knowledge of computers, including Microsoft Office
- Strong communication and clerical skills
- Must submit to a criminal background check

How to Apply: A full job description can be found on our website (www.mdscaa.org/job-board).

Applications can be completed using the following link: <https://pdf.ac/uu1ZH6HJ>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1st Ave N, Escanaba, MI 49829 **OR** emailed to hr@mdscaa.org.

This position will remain posted until filled.

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.



Job Title: Senior Center Aide
Program: Senior Services
Location: Senior Center
Classification: Non-exempt, hourly

Revised: 6/2025
Reports To: Senior Center Administrator
Supervises: None

POSITION OVERVIEW

The Senior Center Aide performs clerical duties and assists with senior center activities.

EDUCATION & EXPERIENCE

- High school diploma or equivalent
- Experience working with older adults or in the human services field preferred

REQUIRED SKILLS/ABILITIES

- Working knowledge of computers, including Microsoft Office
- Strong communication and clerical skills
- Must submit to a criminal background check

DUTIES/RESPONSIBILITIES

- Answer the phone and direct calls to Agency staff
- Greet participants as they enter the center for activities
- Reserve meals for participants
- Schedule appointments for participant services
- Complete filing as needed
- Perform clerical duties (i.e.: running copies) as needed
- Assist in the dining area as needed, including serving meals
- Assist with center activities
- Perform cleaning tasks as assigned by the Center Administrator
- Assist with meal routes as needed
- Maintain participant confidentiality
- Participate in required staff trainings and meetings
- Comply with the policies and procedures of Menominee-Delta-Schoolcraft Community Action Agency and its funding sources
- Perform other duties as assigned

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to exert up to 10 pounds of force occasionally

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.