

# TOWN OF BRIMFIELD

## Job posting

### Senior Center Clerk/Transportation Coordinator

Part time position: 9 hours per week

Tuesdays and Wednesdays 8:45am-1:15pm

Skilled secretarial, clerical, and administrative work assisting the Senior Center Director in discharging the functions of the office; performs all other related work as required.

- Performs administrative and clerical work overseeing the daily operations of a busy office.
- Manages all incoming communication with the Senior Center by answering phones, greeting guests, and answering questions at the Reception Desk; triaging inquiries to determine need and direct to appropriate staff member; provide information regarding programs and activities and oversees program and activity check-ins.
- Schedules transportation for Brimfield Seniors and Disabled residents.

For more details or to schedule interview call or email  
Eva Pittsinger – Senior Center Director at 413-245-7253  
Coa-director@brimfieldma.org