The Shepherd’s Center of Greater Winston-Salem has a position open for a Vital Living Senior Center Program Assistant.

The responsibilities include assisting the Vital Living Senior Center Program Director in coordinating program events and activities. Some of the specific duties include assisting with day-to-day operations of the Vital Living Senior Center program to include orienting new participants to activities, assisting with the state-mandated Senior Center Operations and Performance Evaluation (SCOPE) program, maintaining appropriate records for senior center certification and assisting with efforts to collaborate with community-based organizations, congregations and other groups in order to provide programming in off-site locations.

Applicants must have an undergraduate degree or equivalent experience in sociology, social work, psychology, gerontology or related fields as well as strong organizational and time-management skills and excellent oral and written communications skills. Candidates must have the ability to work independently and as part of a team, a desire to work with older adults, able to relate well with individuals of all ages, demonstrated computer skills and use of Microsoft Office Suite, ability to lift items which may weigh 35 pounds, a valid driver’s license and proof of auto insurance.

If you are interested please send your resume to Kristin Larson, Vital Living Program Director at klarson@shepherdscenter.org or mail to:

The Shepherd’s Center of Greater Winston-Salem

1700 Ebert Street

Winston Salem, NC 27103

For question and more information, contact Kristin Larson, Vital Living Program Director, at (336) 748-0217 or klarson@shepherdscenter.org.