



PART-TIME STAFF POSITION

The Austintown Senior Center is seeking a dependable, energetic, and compassionate individual to join our team. We are looking for someone with a positive attitude, strong teamwork skills, and a genuine passion for helping others. The ideal candidate enjoys working with older adults, provides excellent customer service, and is committed to making a positive difference in the lives of our members and the community.

Position Summary

Assist with the daily operations of the Senior Center, including front desk support, member assistance, program and event support, room setup and breakdown, cleaning, and other duties as assigned to help maintain a welcoming, safe, and organized environment.

Minimum Qualifications

- Must be at least 18 years of age
- High school diploma or GED required
- Valid driver's license required
- Ability to lift up to 40 pounds
- Above-average computer and typing skills
- Ability to multitask in a fast-paced environment

Position Details

- Schedule: Monday–Friday
- Hours: Flexible shifts between 7:30 a.m. and 4:30 p.m. (Center hours are 8:00 a.m.–3:00 p.m.)
- Starting Pay: \$15.00 per hour

Hiring Process

Drop off resume and application to Austintown Senior Center or email to seniorcenter@austintowntwp.com.

Selected applicants will be contacted for an interview and must successfully complete a background check and drug screening prior to employment.

For more information or questions please contact Senior Center Director Brittney Koch at 330-953-1416