

**LIFESPAN, INC.**  
**JOB DESCRIPTION**  
**FY 2017– 2018**

**TITLE:** **CENTER SERVICES ASSISTANT (CSA)**  
**SUPERVISOR:** Center Services Operations Director (CSOD)  
**PROGRAM:** Center Services Unit of the Program Department  
**SALARY:** \$8.00 - \$11.00  
**HOURS:** Part-Time (25) Hours a week

**JOB DESCRIPTION:** In accordance with approved policies, procedures, and schedules:

**Center Services:**

- Receives, compiles and submits to designated personnel the Food comment report.
- Maintains and documents inventory of exercise equipment. Submits inventory to designated personnel.
- Enters data in SAMS and Copilot related to Tier programming and other Center activities as directed by the CSOD.
- Revision and updating of forms utilized within the CS unit.
- Develop and maintain, in collaboration with CSOD, a method to track and monitor necessary certifications.
- Complete the meal reconciliation report as delegated by CSOD.
- Assure that information is distributed and received via the established green courier bag system.
- Head up the Farmers Market Voucher Program for Center Services.
- Assure that center faxes are sent and received in a timely fashion.
- Participate in planning and orchestrating the Center Outreach plan including participating in community outreach initiatives.
- Collaboration with the CSOD in completion of monthly statistical reports as assigned.
- Follow up on inquiries from the AAA as delegated by the CSOD.
- Collaboration with the CSOD in completing assigned aspects of the annual validation process.
- Any other duty needed to ensure the successful operation of the CS Department.

**COMPETENCIES:** Must exhibit ethical integrity and be able to participate in a team by formulating and achieving goals, being committed to continuous self improvement, and maintaining a strong participant focus within the context of mutual respect, cooperation and confidentiality. Demonstrate personal initiative by willingness to work hard, accomplish tasks completely, identify rational priorities and establish the necessary means to achieve goals. Be able to communicate clearly, listen intently and exhibit appropriate empathy, emotional stability and concern even under situations of stress or crisis. Be able to generate trust and confidence from participants and co-workers and be aware of how personal behavior/attitude impacts the group. Demonstrate active support for the mission, values and vision of LifeSpan, Inc.

**QUALIFICATIONS:** High school diploma, plus one year of paid work experience in a Human Services setting or Associates Degree and six months of paid work experience in a Human Services setting or a Bachelor's Degree in the Human Services field. General office clerical and computer skills are desirable. Individual must possess excellent interpersonal and communication skills and a clear criminal history clearance from the PA State Police. Agency Support Assistant - Clerical attends all training deemed necessary by ACAA and LifeSpan.

I have read this job description, understand its requirements and agree to meet the responsibilities described herein to the best of my ability. I further understand that I may be required to perform other related duties that are assigned as a result of program mandates from the funding source or program needs that are determined by the agency.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date of Position

Center Services Assistant 07-2017

FY 2017-2018