

2024 Hadley Senior & Veterans Tax Work Off Job Descriptions

Friendly Visit Program Coordinator and Communications Assistant, Hadley Senior Center

Coordinate the newly developed Friendly Visitor Program, matching local home visit volunteers (of which there are currently five) with older adults in Hadley who live alone and would welcome the company. Conducting home visits can also be considered a part of this position. Recruiting additional volunteers, training them, and offering regular volunteer coordinator meetings as needed will be part of the position, as well as encouraging visitors and their clients to spend time together at the Senior Center. This position also will include preparing weekly e-newsletter content on the MailChimp platform. This position will include other tasks and initiatives as needed.

Lunch Deliverer for Hadley Senior Center

Using the Senior Center's Subaru, the deliverer drives to homes of recipients of portable lunches and delivers lunches: Mondays and Wednesdays, 11:15-12:30 (it would take 14 weeks to complete 35 hours of work; 27 weeks to complete 67 hours of work).

Hadley Public Library Assistant (2 positions available)

The library is seeking assistants to help with re-shelving library materials and other routine tasks such as collecting items to fulfill patron requests, as well as some material processing (affixing labels, barcodes, etc. to books and other items). The work is not physically demanding, although some bending or reaching for low or high shelves may be involved. Shifts at the library are scheduled in one- or two- hour increments and are generally flexible regarding day and time.

Local Producer for Hadley Media

The Hadley Media Local Producer would come up with local programming to help Hadley Media gain a better insight on what could and should be created for the residents and users of Hadley Media. Training is provided and full creative reign is given with the guidance of Hadley Media staff.

Camera Operator/Government Videographer for Hadley Media (2 positions available)

The Camera Operator would help Hadley Media with covering single camera government meetings, act as crew for sporting events, and act as crew for other events such as Town Meeting and Graduation. Training is provided for camera use; no experience is required.

Assistant for the Conservation Commission

This role will have you working with the Conservation Agent for the Town of Hadley in Town Hall three hours per week on either Tuesday or Wednesday. On the second Tuesday of every month, at 6:30 PM, the 5-member Conservation Commission board meets to review permit applications, answer public inquiry, and vote to approve or deny projects based on wetland

resource area impacts. Attending these meetings is ideal (although they are also recorded and can be viewed from home).

In this role, you will:

- Assist with writing minutes and agendas for public meetings
- Assist with digitizing permits, engineering plans, and other materials
- Learn about state and local protections for wetlands and other natural resource areas including rare and threatened species