

## **Hadley Senior Tax Work Off and Veterans' Tax Work Off Job Descriptions**

**2023**

### Clerical Assistant for Town Administrator

Assistant needed for organizing, collecting data, and inputting data for reports such as the Service Delivery Plan and Capital Improvement Plan. Skill requirement: strong computer skills (especially Excel) and good organizational skills. Job takes place in Town Hall.

### Senior Center Communications Assistant

Compose and submit press releases, write descriptions of programs, assist with newsletter copy, and create an implementation campaign for the Age- and Dementia-Friendly Hadley initiative. Respond to communications needs as they arise. Maintain and update the Center's database of Hadley businesses and create targeted communications for specific groups. Complete short-term administration support tasks as-needed. Write copy for a weekly electronic newsletter. Research available grant opportunities and write draft narratives.

### 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).

### 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.

### Park and Recreation Assistant (1 position available)

Administrative responsibilities including: inventory, filing, organization, event set-up and preparation at various sites, indoor and outdoor, in town. Other duties as assigned by Park and Recreation Director. (See the Park and Rec Event Staff position below for site and event details.)

### Park and Recreation Event Staff (4 positions available)

Serve as staff at Park and Recreation events at various event sites, indoors and outdoors, in town. Responsible for event set up and break down. Other duties as assigned by Park and Recreation Director. Set up and preparation will take place at the event site (all in Hadley, usually Hadley Elementary School or the Hadley Public Library) and may include crafts, sports activities, games, etc. Some lifting needed (50 pounds or less).

Assistance is needed for the following events:

- Snacks and pictures with Santa
- Snacks and pictures with the Easter Bunny and Easter Egg Hunt

- February School Vacation Program
- April School Vacation Program
- Halloween Party
- Summer Fun Days
- Parent's Night Out
- Basketball Tournament
- others TBA

#### Hadley Media Bulletin Board Designer

The Bulletin Board Designer would be responsible for creating bulletin board postings brought in by other Town Departments and Non-Profits to be created and uploaded to the Hadley Media Bulletin Board on Channels 191 and 192 and also to our Social Media feeds. Training will be provided.

#### Conservation Commission Assistant

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 for public meetings
- Assist with writing agendas for public meetings
- Learn about state and local protections for wetlands and other natural resource areas including rare and threatened species
- Learn about the various wetlands permits (what they are, when they are used, how to review applications to ensure they are complete, etc.)