

## DUTIES OF COMMUNITY CENTER STAFF

### DIRECTOR

1. Coordinate activities of all centers.
2. Conduct in-service training.
3. Be available to Coordinator and Neighborhood Boards in an advisory capacity.
4. Set up record keeping.
5. Encourage decentralization of agencies.
6. Publicity (Large scale) Newspaper, TV, edit Center news for center paper.
7. Keep Hugh informed on all activities.
8. Report to Community Action Board of Directors when requested.
9. *Explore possibilities for new centers in other areas - Wash. Cnty.*

### COORDINATOR

1. Plan programs in cooperation with the Board to meet the needs of people.
2. Put program into operation, etc.
3. Greet people in Center - make them feel at home.
4. Inform people of the services available in the Center and community.
5. Arrange publicity (small scale)
6. Contact all agencies, after consulting Peter. This is to avoid too many unnecessary contacts. Will go and see agencies with Peter.
7. Show unity of purpose and action with Hugh's office.
8. Motivate people to take advantage of available services through the Center and agencies.
9. Supervise the activities of aides and volunteers.
10. Find volunteers - teachers, etc., for the Center.
11. Prepare reports necessary for evaluation and write articles for newspaper.

### AIDE

1. Contact people in homes or public places.
2. Inform people of services available both in the Center and the community.
3. Motivate the people to take advantage of available services through the Center and agencies.
4. Minor clerical work.
5. Find volunteers and teachers, etc., for the Center.
6. Work with groups.
7. Contact agency people ONLY through the Coordinator.

PROGRAM SECRETARY

The Program Secretary shall have the responsibility for general secretarial and clerical work for the Program Director. She will compose and type letters, reports, and records of meetings. She will perform responsible clerical work for the program. She will be expected to help prepare and type reports and compile and condense data from various sources, maintain files and records, and meet and deal with people both in person and on the phone. She will be responsible for related work as required.

Will continue on Creative Job Project on a limited basis. Will help set up and make contacts in County for future centers elsewhere.

CLERK/SECRETARY

The Clerk/Secretary has the same duties and responsibilities as the Program secretary with the exception that she will divide her time as needed between the administrative office and the various centers at the direction of the program director.

The Staff should bear in mind that they are responsible to the people they serve. They are more directly responsible to the local Board of Directors, who may at any time ask for an accounting of our work. They are really our employers !

LET'S DO A BANG-UP JOB FOR THEM ! ! !