

P/T DC Senior Center Evening Receptionist-Manage front desk to greet participants, direct them to appropriate activity & answer phones. Perform clerical duties such as data entry, filing, etc. Train senior adults on exercise equipment. (Training will be provided to candidate). Should possess strong computer, communication & interpersonal skills; the ability to work independently & a desire to work with older adults. Hours are Mon–Thurs, 4pm–8pm & every other Sat, 9am–1pm. Salary \$8.70/hr. Submit County Application to Kim Shuskey, Director, Davie Co. Senior Services, 278 Meroney St., Mocksville, NC 27028. Applications will be received until position is filled. Davie County is an EOE.