

**SENIOR TAX WORK-OFF ABATEMENT PROGRAM
2021-2022 PROGRAM YEAR POSITIONS
(November 1, 2021 - October 31, 2022)**

Applications are due to the Selectmen's Office by 4:30 pm on October 14, 2021

Animal Control

Kennel Assistant (2 positions):

Average 2-3 hours per shift - Main duties of a kennel assistant is to maintain a clean, safe and nurturing environment for the animals in the shelter. This entails daily cleaning of cat cages, and dog kennels, cat litter boxes, providing fresh food and water, walking and/or exercising of dogs, administration of medication (as needed), light housekeeping such as sweeping, vacuuming, trash removal, scooping of dog's waste. Bending & stooping may be required in some instances. A kennel assistant should be reliable, responsible and at times be able to work under limited supervision. They should also be physically able to perform these duties. Must be able to read and follow verbal and written instructions.

Assessors' Office

Office Assistant (1 position):

Perform a variety of routine and moderately difficult clerical and record keeping functions, including answering phones, taking messages, and answering general inquiries. 3-6 hours per week.

Board of Health

Clerical Aide (1 position):

Help with filing. Mornings Monday – Thursday, 2-4 hours a week.

Collector's Office

Clerical Aide (1 position) Performs a variety of routine office duties as well as bookkeeping in the Town's accounting software Munis, including routine office duties such as opening and sorting mail, filing, and preparing notices to be mailed; posting of Deputy Collector account turnovers into the computer system; maintenance of the resident bankruptcy list; and organizing and maintaining the commitment books for real estate, personal property, motor vehicle excise, boat excise and water/sewer. Ability to work with Excel and Word software programs. 5-10 hours per week. Any-day prefer a couple of hours split between days.

Council on Aging

Thursday Lunch Greeter (1 position)

Works Thursdays 9:30am – 11:30am greeting all people who enter the building. Assists with MySenior Center scan system. Opens doors and assists people to their tables when needed who are in walkers, etc. Assists people with door access to handicap bathroom.

Programs / Event Greeter (2 positions)

Greets all who enters building in a professional and friendly manner. Assists guests with MySenior Center scan system. Opens doors and assists people to their tables or room when needed who are in walkers, etc. Assists people with door access to handicap bathroom.

Landscape Assistant (1 position)

Flower maintenance of exterior plants. Helps with annual plantings in Spring and Fall clean up. Regular watering of plants during seasonal requirements.

Kitchen Helpers

Prep Cook (2) – Assists staff cook with meal preparation, servicing and clean up and anything the cook requests.

Runner (1) – Assists staff cook with delivery of meals to tables and clears tables at end of meal. Helps in kitchen only when asked by staff cook.

Dishwasher (1) – Washes, dries and puts away pots, pans and utensils used for cooking meals. Uses dishwasher when necessary. Flexibility needed for working either day before or day of meal event as staff cook deems necessary.

Table setter & Beverage Server (1) – Works under the direction of the staff cook. Prepares table settings, delivers beverages to tables, keeps beverage table clean and organized. Helps at end of meal with room and table clean up.

Instructors

Instructor Art (Experienced) (1 position)

– Teaches a professional art class for experienced skill level. Plans, prepares and provides weekly lessons.

Instructor Art (Beginner) (1 position)

– Teaches a beginner art class for basic skill levels. Uses different media forms such as water color, pencil, charcoal, etc. This is a weekly class or 6-8 week sessions TBD.

Instructor Craft Group Leader (1Position) – Creates a monthly craft project relating to time of the year. Purchases craft supplies and is reimbursed. Assists participants with step by step instructions. Maximum class = 12.

Instructor Class Leader (1 Position) – Beginner and Advanced class instruction throughout the year. Conduct 4-6 week classes teaching seniors new skills or hobby. Day and times TBD.

Host – Hostess (Thursday Lunch) (1 position)

For COA Thursday luncheon: set up registration desk, manage reservation sheets. Politely greet guests and those without reservations. Accepts cash/check payments and provides ticket. Provides accurate tally of day's receipts and money.

Food Donation Assistant (2 positions)

Pick up food at South Shore Community Action Council in Plymouth. Unload food from vehicle into building. May need to use hand carts. Able to lift up to 30 pounds. Organize and sort food. Hours and days may vary depending on time of year. Reports to Programs Coordinator.

BINGO Collector (1 position)

Professional and courteous. Passes out bingo cards, collects money, passes out prizes, record keeping

BINGO Caller (1 position)

Calls BINGO games. Uses microphone and BINGO electronic system. Reports to the Programs Coordinator with any issues with equipment or program.

Event Assistant (1 position):

Assists Program Coordinator with the set up and breakdown of special programs such as Bingo, Author Series, exercise classes and special evening events. Must be able to lift 20 lbs. Will include after hour events at the Center. Flexible hour schedule required. Some night driving required.

Landscape Assistant (1 position):

Flower maintenance of exterior plants. Helps with annual plantings in Spring and Fall clean up. Regular watering of plants during seasonal requirements. No work from Work months are March through October.

Facilities

Gardening and Landscaping Position (4 positions):

Seasonal gardener (approximately 1-2 times a week with, 2.5 hour's week, one position at the Adams Center, one at Town Hall, one at the Animal Shelter/Highway Barn and one at the Library, independently performs routine gardening work at the Town Properties, such as caring for plantings, annuals and perennials, and hand watering.

Simple Painting – Painting (1 positions):

Paint rails and gates

Library

Aide (3 positions):

1-3 hours weekly – Flexible days, shelving library materials, shelf-reading of shelves to make sure that items are in order, straightening up the library stacks, processing library materials, and assisting with other clerical tasks to help with library services. Library experience preferred. Some pushing, reaching and bending. Please see full description/requirements.

Harbormaster

Assistants (2 position):

5-6 hours weekly – Memorial Day through September. Assist in the monitoring of the parking lot, answering the phone, maintain order on the dock. Respond to inquiries. Patrol with supervision of the Harbor Staff.

Applications and full job descriptions are available in the Selectmen's Office, at the Senior Center, and on the Town's website www.kingstonmass.org under the "Opportunities" tab.

Applications are due by 4:30 pm on October 14, 2021

to

Board of Selectmen's Office, Town of Kingston, 26 Evergreen Street, Kingston, MA 02364