



DEPARTMENT OF COMMERCE

Fax it to:
NCWorks Online
Connecting talent to jobs

Division of Workforce Solutions
www.ncworks.gov



DEPARTMENT OF COMMERCE

Date: 1-6-14
Workforce Office Fax No.: office complete

Workforce Office serving your area: office complete
Workforce Office E-Mail: office complete

www.ncworks.gov

Tell us about this position... (please complete ALL sections, as we will not be able to post incomplete orders)

Company Name: YVEDDI Federal I.D.: 56-0851147

Job Title: Senior Center Coordinator

Is this a new job posting, or has a similar/identical job order previously been submitted? Yes No
If yes, may a staff member contact you regarding an expedited means of posting similar positions?
Please indicate your contact information below and fax form back to Workforce Office. Yes No
(The remaining form need then only indicate CHANGES from the previous order.)

Main/Corporate Contact Information

Contact Person: Kathy Payne Title: Executive Director

Mailing Address: P. O. Box 309

City: Boonville State: NC Zip: 27011

Phone: 336-367-3520 Alternate Phone: 336-367-7251

Fax: 336-367-3637 Email: kpayne@yveddi.com

Job Location Information (if different from above)

Job Location Contact Person: Title:

Physical Address:

City: State: Zip:

Phone: Alternate Phone:

Fax: Email:

Display online to job seekers? Yes No
Display your company name? Yes No
Have our staff screen your applicants? Yes - If yes, require the applicant to meet the staff member that is screening? Yes No

Career Readiness Certification Required: Bronze Silver Gold Platinum N/A

Occupational Licenses/Certifications Specify: Required Preferred

Complete the following section only if this is your first time posting a job with NCWorks Online or information has changed.

How would you like DWS to contact you?

Internal Message (through NCWorks Online) Email Text Message (If Available)
Text Message Notification (If Available) Mass Mail Fax

Company Information:

Industry Title: Human Services No. of Employees: 220

Type of Employer: Private Sector State Government Local Government
Federal Government International/Foreign Gov. Non-Profit Education (Higher) Education (K-12)

Job Details

Number of Positions: 1 Keep Job Order Open Until: Filled (Cannot exceed 60 days without notifying Workforce Office) Number of Referrals Desired: 7-10

Type of Job: Regular Temporary Seasonal Volunteer Contract [Length: month(s)/year(s)]
Full-Time (30+ hours) Part-Time (<30 hours) Full and Part-Time Positions As Needed (PRN)

<p><b>Job Summary</b></p> <p>Please provide a <b>detailed</b> job description of the position (including any specialized skills required).</p> <p><b>(PLEASE PRINT)</b></p>	<ol style="list-style-type: none"> <li>1. Must be able to effectively communicate with local agencies, businesses, the community, and Older Adults.</li> <li>2. Must be able to schedule and organize time to develop, implement, and coordinate Senior Center activities.</li> <li>3. Must be able to recognize and be sensitive to the needs of Older Adults and provide assistance to local communities for elderly activities.</li> <li>4. Must have knowledge of services available to Older Adults and maintain an environment that is beneficial and inviting to older adults.</li> <li>5. Must be able to complete records and reports accurately and completely.</li> <li>6. Must be able to supervise subordinate staff and volunteers properly.</li> <li>7. Must be able to work flexible hours.</li> <li>8. Must have knowledge of job related laws and regulations.</li> <li>9. Must be able to provide information and referral services.</li> </ol>
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**Hiring Requirements**

**Check hiring requirements for this job, if any:**     Drug Test     Background Check     Credit Check  
 Reference Check     Motor Vehicle Record Check     Other (specify: \_\_\_\_\_ )

**Testing Requirement:**     Employer will perform     Workforce Office will perform     Other Source will perform testing  
Provide a brief description of the testing being performed:

**Education, Licenses, and Certifications**

Minimum age of applicants to this position, if any? 21  
This minimum age is due to the following:  
 Alcohol     Hazardous work/materials involved     Hours of Work  
 Insurance     Other (Specified in Job Summary)     Special Program/Category     Bonding

Minimum education required, if any: *(HS diploma/GED, College graduate-specific degree level, etc.):* 2 Year Associate Degree in Social Sciences or related field

Minimum months of prior experience required, if any? 24

Is job accessible by public transportation:     Yes     No

Driver's License Required:     Yes (operator)     Yes (CDL)     No

Driver's License Type Required:     Class A     Class B     Class C     N/A

Endorsements:     Class H     Class N     Class P     Class S     Class T     No Endorsements Required

**Compensation and Hours**

**Hiring compensation range?**    **Minimum Pay: \$13.92**    **Maximum Pay:**  
**Basis of salary/pay:**     Hour     Day     Week     Month     Year     Quarter     Other (specify: \_\_\_\_\_ )

**Pay comments:**     Depends upon Experience     Commission only     Salary + Commission  
 Piece rate     Salary + Tips     Salary + Bonus     Per Diem only     Will discuss with applicant

**Hours per week?**     Not specified     Vary     Are Specific (# per week = 40+)

**Shift:**     Day     Evening/Swing     Night/Graveyard     Rotating     Split     Other (Specified in Job Summary)

**Benefits Offered**

Please list benefits that you plan to offer to the incumbent, if any: Health Insurance, Pension Plan, Paid Holidays, Paid Sick and Annual Leave

**Job Application Methods Accepted**

Check the methods that individuals may use to apply for this job:  
 Provide a NCWORKS Online Resume (recommended)     Provide a NCWORKS Online Application     At nearest Workforce Office  
 Directly to employer via:     Phone     In Person     Email Resume     Mail Resume  
 Via Company Website [http:// yveddi.com ]

**Additional Information**

Is this a Green Job?     Yes     No

Are you a Federal Contractor?     Yes     No

Does a court ordered affirmative action plan require posting this job order?     Yes     No

Does this job order require security clearance?     Yes     No

Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States?     Yes     No     Not Specified

Are there any fees, upfront cost or out-of-pocket expenses associated with this job listing for an applicant seeking to fill this

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position? In order for an employer to use NCWorks Online, no fee may be charged to a job applicant.  Yes  No