**Program Assistant III**

**(15 hours per week, Mon – Fri, Sun availability from 9 AM-5 PM)**

The **Program Assistant III** supports the programming department of the Milford Senior Center and reports to the Director of Programing. Candidate will schedule and promote various trips through travel vendors; lead outside programs for physically fit seniors’ ages 55+; create and lead themed day trips in and around greater Fairfield and New Haven County. Responsible for scheduling transportation arrangements for all trips; advance ticketing; and direct the related travel activities for seniors attending the Milford Senior Center’s travel programs. Candidate is the primary point of contact for reservations and payments. Conducts other duties as assigned.

Candidate will be versatile, creative, and demonstrate enthusiasm about travel adventures. One to three years of experience in travel industry or working in an environment specific to a senior population. Communicates with people with compassion, can assess physical limitations, works in a self-directed style, and functions as a team player or as the lead on the assigned special projects.

5/16/2022