



City of Framingham, MA

February 17, 2026

Position Vacancy

RFP #26-043-01

Position: Programs Assistant – Part-Time
Department: Callahan Center
Salary: \$25.69 per hour
Schedule: Hours per week: 18.5
M-Th Noon- 4:30 p.m.
Some Flexibility Needed



The nationally accredited Callahan Senior Center is a multi-purpose center for people 55 and older. This 25,000-square-foot, fully accessible facility offers a wide range of exercise and recreational programs for little or no cost to participants. The Council on Aging strives to improve the healthy aging of a broader segment of the 55 and older population of Framingham. Social Services staff are available to provide a broad range of support services, assistance with applying for benefits, and referrals for services. Bilingual staff provides support in Spanish and Portuguese and the Center supports LGBTQ+ older adults and their allies.

For more information, please see the [Callahan Center/Senior Services website](#) and the [Callahan Courier Newsletter](#).

The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled. Priority will be given to those who apply within the first 21 days.
- The Callahan Center is located at 535 Union Avenue, Framingham, and is accessible by the [MWRTA](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

Position is responsible for assisting with the planning, coordination and delivery of programs, and events for older adults at the Callahan Center. This position assists the Programs Manager with the implementation of programs and activities at the Callahan Center. Also, this role assists with the recruiting, supervising and scheduling of volunteers at the Callahan Center for a variety of social, recreational and educational programs. Employee is required to perform all similar or related duties.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Assist with the development and coordination of educational, recreational, cultural and wellness programs.
2. Schedule and prepare spaces for classes, presentations and events.
3. Interact with instructors, presenters, volunteers and community partners.
4. Maintain updated program calendars, flyers and lobby screens.
5. Design and implement events, including annual Recognition Events.
6. Recruit volunteers, using a variety of media, networking and outreach strategies.

7. Process and evaluate potential volunteers through vetting process including: application, interview, reference checks, CORI form, Conflict of Interest Law training, and required acknowledgement forms. Maintain organized files of all volunteers,
8. Assign, supervise and train volunteers to fill needed positions within the Callahan Center, on the basis of program needs and volunteer interests, skills and fit for the position.
9. Routinely assess the need for volunteers with input from Programs Manager and other managers within the department and devise a plan for recruitment.
10. Assist with data tracking, program evaluations, volunteer and participant sign-ups.
11. Provide monthly and annual reports from database to the Director of Aging Services and the Programs Manager.

Qualifications:

- **Education and Experience:**
 - Associate's Degree and /or three (3) years of experience providing services to people
 - At least one year working with volunteers
 - Experience interacting and recruiting older adults
 - Initiative and creativity
 - Sound judgment
 - Tact in dealing with the public
- **Special Requirements:**
 - Valid class D motor vehicle operator's license, an available car and the willingness and ability to drive
 - Satisfactory results of a MA CORI/SORI background check
- **Knowledge of:**
 - Microsoft Office programs, especially Outlook, Word, Excel, PowerPoint
 - Familiarity with Internet resources
- **Ability to:**
 - Understand and interpret information
 - Prepare written reports and letters
 - Forge productive working relationships with co-workers, volunteers and members/guests/customers
- **Necessary Skills:**
 - Written and verbal communication
 - Organization and attention to details
 - Reliability

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may be some moving of chairs and tables, and lifting of small hand weights.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer or driving a car.

Visual Skills: Position requires routine reading of documents, computer screen, and reports.

Supervision Required:

The Programs Assistant works under the direct supervision of the Programs Manager. The Program Assistant will be familiar with the work routine and use initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The Programs Assistant is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the Programs Assistant is then expected to seek advice and further instructions. Reviews and checks of work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility:

The Programs Assistant is not responsible for the supervision of City employees, but does oversee numerous volunteers.

Confidentiality:

In accordance with the state public records law, the Programs Assistant has regular access to confidential client records.

Accountability:

Consequences of errors or poor judgment may include missed deadlines or adverse public relations.

Judgment:

Numerous standardized practices, procedures, or general instructions govern the work, and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity:

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment:

The Programs Assistant performs work in an office setting.

Nature and Purpose of Relationships:

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as schools, religious, community groups, and other service organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risk:

Duties generally do not present occupational risk to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures.

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