

SENIOR CITIZEN PROPERTY TAX WORK-OFF ABATEMENT PROGRAM
FY 2024 - JOB LISTING

Job Code	Dept	# of Positions	Nature of Work	Skills Required	Hours Needed
ADM-1	Administrative/Selectboard Office	1 or more if needed	General office work; shreading, filing, etc.	Clerical skills	flexible
ASR-1	Assessor's Office	1	General office work; shreading, filing, etc.	Clerical skills	flexible
BLG-1	Building	1 or more if needed	Check on outstanding permits. Filing, sorting, minimal office work, making phone calls for status check on open permits	A car and a general knowledge of streets of Douglas are optional, General office skills	ongoing
BOH-1	Board of Health	1	General office work; phones, filing, etc.	Clerical skills	flexible
COL-1	Tax Collector's Office	1	Opening mail/sort payments, prepare & balances payment batches for posting, shredding & filing	General filing skills, knowledge of computers	flexible
COM-1	Community Development	1	Filing, sorting, copying, computer data entry, & general office work	General office skills	4-6 hrs/week
DHS-1	Douglas High School	2-4	Work one-on-one or in small groups with students needing extra help	Basic reading, writing, and math skills	7:45AM-2PM
DHS-2	Douglas High School	1-2	Help with clerical tasks in High School Library	General clerical skills	anytime between 7:30AM - 2PM
DHS-3	Douglas High School	1-4	Help supervise halls and lunch	Mobility, a sense of humor, strong communication skills, ability to monitor a large group, a sense of fairness	2hrs per day
DMS-1	Douglas Middle School	6 - 8	Assist in the library.	Ability to follow an organized system to return books and materials to their proper places in the library	as often as possible.
DMS-2	Douglas Middle School	10 or more	Hallway supervisor	Mobility, a sense of humor, strong communication skills, ability to monitor groups	2 hrs per day
FD-1	Fire Department	1 or more	Filing, sorting, scanning of documents, shredding documents, general office work. General cleaning and custodial work, small painting projects, light weight moving, weeding (outside)	general filing skills, basic painting skills, ability to work outdoors in direct sun.	Flexible
LIB-1	Library	1	Creating short bibliographic catalog entries for locally owned historical + research materials, working with archival volunteer & assist where needed	Knowledge in archival creation, maintenance & care of materials. MARC record protocols. Competence with Evergreen integrated library system software & C/W MARS cataloging standards	75 hours
MAI-1	Town Building Maintenance	1	General cleaning, light weight moving, small painting projects	Basic painting skills.	4-6 hrs per week. Sept - June
MUN CNT	Municipal Offices		Assist in the Office	General clerical skills	varied
POL-1	Police Department	1	Custodial: general cleaning, washing & waxing floors, cleaning the rest rooms. Moving boxes, equipment	Light custodial work	4+/week
REC-1	Recreation Dept	1	Grounds keeping - mowing lawn with ride tractor	Knowledge of power equipment & ability to work outdoors in direct sun	Seasonal - 8 hrs/wk
SCBO-1	School Department Central and Business Offices	1	Review of records, Listing of records for destruction of records request form, shredding of files	Knowledge of basic office equipment, clerical, filing and attention to detail	ongoing
SEN-1	Senior Center	2-3	Clerical filing, typing, answering phone, organizing old files and additional clerical tasks as needed	Good written, verbal, & organizational skills, good disposition will be indirect contact with the public	2-4 hrs weekly 9am-2pm, flexible days Mon - Thurs
SEN-2	Senior Center	2-3	Teach Senior related program/activity, including assisting with Bingo.	Knowledge of specific program/activity. Good interpersonal skills	flexible
SEN-3	Senior Center	2	Setting tables for events, serving food under a serve safe member,clearing tables,remove trash & cleaning dishes/pans.	Must be able to lift 5 - 10 lbs.	flexible
SEN-4	Senior Center	1-2	Assist in assembling the Senior Newsletter; stuffing, labeling, sorting according to US Postal rules	Listening & following specific directions	2-4 hrs bi-monthly
SEN-5	Senior Center	1-2	Maintain, water and weed the front perennial gardens.	Love of Flowers	flexible
TRE-1	Treasurer/Collector	1	Shredding as needed, preparing packets for new hires (requires making copies and stapling packets), filing and other misc items. Assits Treasurer with office bulk mailings as well as preparing the weekly vendor warrants for mailing.	Knowledge of basic office equipment, clerical, filing and attention to detail	6 hours a month flexible