

# Senior Tax Credit Worker - Available Assignments

Updated 11-Dec-2025

Listed below are anticipated position assignments with various knowledge, skill, ability requirements, as well as a description of working conditions and physical job components. The availability of all positions is dependent upon department need each term, and may be fluid based upon operations and current staffing levels at that time. Interested applicants in the program are encouraged to apply and list unique skills regardless of assignments listed. Individuals will be chosen based on the best match between the applicant's qualifications and the skill requirements of each job, in addition to meeting program full program requirements. **There is no guarantee that a placement can be matched with a participant based on worksite needs and skills of the participant. There is also no guarantee that an assignment will continue for the full 133 hours needed to receive the maximum tax abatement amount.** For more information, please contact Human Resources Department at [HR@SouthHadleyMA.gov](mailto:HR@SouthHadleyMA.gov) or 413-538-5030 x6185 or visit:

<https://www.southhadley.org/1396/Senior-Tax-Work-Off-Program>

*The policy of the Town of South Hadley is to achieve equal opportunity in employment and selection by the employment of individuals who meet the physical and mental requirements of the job to which they have been assigned, with reasonable accommodation, and who have the education, training, and experience, established and necessary for the performance of the job, without regard to race, creed, color, sex, age, national origin, disability, veterans status, sexual orientation, or other factors unrelated to the ability to perform the requirements of the job.*

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## Clerks Office

*Anticipated Positions: 1*

### Office Support

Join the Clerk's Office team as Office Support, where you will play a vital role in issuing 2025 dog licenses. Responsibilities will revolve around licensing tasks such as creating and issuing dog license applications using the OpenGov program, mailing, scanning, and filing. This position requires proficiency in using a computer and the ability to learn licensing processes using OpenGov software.

Physical Requirements/Working Conditions:

- Ability to lift and carry up to 10 pounds of office supplies and materials.
- Proficiency in operating office equipment such as scanners, printers, and photocopiers.
- Work will primarily be conducted in an office environment.
- Will involve exposure to prolonged periods of sitting and computer use.
- Occasional need to work collaboratively with team members and interact with other staff members, and applicants.

## Conservation & Planning

*Anticipated Positions: 1-2*

### Tree Watering

The Tree Committee will be planting 400 trees over the next two years, including new plantings on town owned properties. This position will be for 1-2 able bodied workers to water trees 2-4 times a week. The position description has been updated from last year to include watering of new tree plantings. Tree watering is the primary role for the

summer. Anticipated tree planting locations include Buttery Brook Park, the High School, Skala Elementary School, MES Middle School, Newton Manor, and Lathrop Street. Lightweight hoses will be on a heavy-duty retractable reel and will reach up to 100' in length. Must be able to lift roughly fifty (50) pounds to maneuver the hoses for watering. Must have a vehicle that will fit the hose equipment to transport between properties. Each tree will have a watering bag on a stake that will need to be filled 2-3 times a week. This position will need to be flexible around rain or dry conditions. During the first two growing seasons it is important the roots of a new tree planting are provided regular, deep waterings to promote establishment and new growth. Any hours not fulfilled with watering will be used as a Trail Steward as described below.

## Conservation Steward

The Conservation Commission is responsible for managing over 1,000 acres of conservation land across town. Part of this management is keeping up with trail maintenance. This position is seeking a qualified individual to hike the trails across nine Conservation Areas and provide stewardship reports to the Conservation Administrator. Stewardship reports will include a summary of any problems, hazards, or concerns observed on the trail. Reports may be completed in one of two forms: marking a trail map and providing a written narrative of trail observations or a digital report with information gathered on a handheld device (i.e. smart phone, tablet, handheld GPS, etc). The Conservation Administrator will then schedule trail work with volunteers or contractors as necessary. This position will be for 1-2 able bodied workers to hike the trails listed below and report back any trail maintenance concerns. Maintenance concerns may include down trees, litter or dumping, or trail repairs needed due to regular use. The position is only available between the months of April through October, unless the winter is mild. It is anticipated this would be 2-4 hours a week hiking the trails through the season. Trails vary from flat, easy terrain to steeper, more difficult terrain. A qualified individual must be physically able to hike 2-4 hours a week and be comfortable hiking alone. However, this work may be done in a pair of workers or done with a non-tax worker hiking partner.

Public lands in the Trail Steward program include:

Bachelor Brook/ Stony Brook Conservation Area

Bagg-Pierce Wildlife Sanctuary and Popp Conservation Area

Black Stevens Conservation Area

Bynan Conservation Area

Hawkins Bird Sanctuary

Jones/Carver/Newton Conservation Areas

Titus Pond Conservation Area

Warner Conservation Area

Leaping Well Nature Trail/ Former Toth Property

Anticipated Schedule:

- The position is only available between the months of April through October, unless the winter is mild. It is anticipated this would be 2-4 hours a week hiking the trails through the season.

Physical Requirements/Job Environment:

- A qualified individual must have the ability to walk/hike 2-4 hours a week. Trails vary from flat, easy terrain to steeper, more difficult terrain.
- Frequently work outdoors in a variety of weather conditions, which may include heat, exposure to various landscapes, vegetation, uneven terrain.
- Must have reliable transportation to travel to various public conversation areas, parks, lands.
- Ability to work independently with little supervision, and be comfortable hiking alone. However, this work may be done in a pair of workers or done with a non-tax worker hiking partner.

## Council on Aging

*Anticipated Positions: 3-5 depending on need*

### Senior Center Reception/Social Services Support

Friendly and positive individual with excellent customer service skills to greet and assist participants as well as answering phone calls, in supporting the AM and PM Receptionists. Register participants for a variety of services, programs, classes, and activities. Assist the Senior Center staff on various projects. **Computer skills required.** General clerical duties such as typing, filing, copying. Receive mail and distribute to appropriate staff. Ability to interact with a diverse population of senior participants,

families, volunteers and staff with empathy, tact, and discretion. The position creates and maintains a professional and accessible image as the initial point of contact representing the South Hadley Senior Center in a manner that promotes a culture of community, inclusion and belonging.

## Facility and Maintenance Support/Building Beautification Assistant

As a Facility and Maintenance Support team member, you play a crucial role in ensuring the seamless operation of our senior center's activities, programs, and functions. Your primary duties include setting up, breaking down, and rearranging rooms to facilitate various activities and events. This involves physically relocating tables, chairs, AV equipment, and other essential items. Additionally, you may conduct light cleaning and maintenance tasks, including dusting, window cleaning, and restocking restroom supplies. May also provide support by emptying trash and recycling containers and ensuring proper disposal. Special projects, such as decorating and setting up displays, may also fall under assignments purview. May also monitor maintenance supply inventory.

Support provided will extend beyond logistics to assisting senior center staff throughout the day, particularly during busy program schedules. This may include tasks like hanging posters, setting up art displays, and facilitating setup for exercise classes.

### Physical Requirements/Working Conditions:

- Ability to lift and move moderately heavy equipment, including tables and chairs.
- Stamina to perform physical tasks such as sweeping, light cleaning, and room organization.
- May assist with AV equipment and other technical devices for programs and events.
- Work primarily takes place indoors within the senior center facility, with occasional outdoor tasks.
- Flexible schedule may be required to accommodate program schedules or peak traffic periods.

- Collaborative environment, working closely with the public, senior center staff, and fellow volunteers to ensure successful event execution and program delivery.

## Café/Dining Support

Assists with preparing and selling the daily menu items in the café and provides general support to the Food Services program, setting up before and cleaning up after events. Assists with all other duties as they relate to the operations of a kitchen, such as cleaning and sanitizing work areas and dishwashing. Provides ongoing support to staff and other volunteers. Contributes to positive customer experiences and ensures a welcoming and accommodating environment.

### Physical Requirements/Working Conditions:

- Ability to stand for extended periods while working in the cafe/kitchen and serving customers.
- Capability to lift and carry moderate weights, including ingredients and kitchen equipment (soup, food trays, coffee carafes, etc).
- Work will primarily take place in the café and/or kitchen, which may involve exposure to heat, steam, and other kitchen hazards.
- May require flexible scheduling to accommodate café hours or different food events.
- Collaborative environment, working closely with the Senior Center staff and other volunteers to ensure efficient café/kitchen operations.

## Transportation Dispatch Support

Works to support dispatch functions of regular in-town transportation. Receive calls from individuals requesting transportation to and from the Senior Center, regular or special shopping trips, for various appointments such as medical, hairdresser, banking, etc.

### **Computer skills required.**

Screen clients for special needs such as use of cane, walker, wheelchair, ability to get in and out of appointment on their own. Create a daily transportation schedule using the My Senior Center computer program. Ability to communicate with drivers via hand-held radio on any changes to the schedule.

### Physical Requirements/Working Conditions:

- Ability to sit for extended periods while utilizing the computer program and coordinating transportation schedules.
- Capability to communicate effectively via phone, email or radio
- Work will primarily be conducted in an office environment, coordinating transportation.
- Frequent interaction with public, clients, drivers, and other staff members.
- Flexible scheduling may be required to accommodate transportation needs

## Facilities

*Anticipated Positions: 2-4*

### Handyperson/Craftwork

Assist in performing general maintenance and repair of various building issues or equipment, assist skilled trades staff in installation, minor renovation and repair projects; and perform general maintenance and equipment operation functions, Skills to include carpentry, indoor and outdoor painting, and various other maintenance. Assist in overall maintenance of school and Town buildings.

### Physical Requirements/Job Environment:

- Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 25 lbs. unassisted), for sustained periods
- Frequent periods of time spent bending, stooping, and lifting moderately heavy objects. Work on ladders or step ladders.
- Ability to perform repetitive motion for sustained periods
- Ability to work with cleaning products to use in preserving a variety of surfaces; and proper use of a wide range of chemicals

## Department of Public Works

*Anticipated Positions: # varies depending on need, and applicant availability*

### General DPW Support

The Divisions needing assistance include the Administrative Office at 10 Industrial Drive, the Highway Division also located at 10 Industrial Drive, and the Parks Division located on Taylor Way. The Department of Public Works has a variety of tasks available to at each location from individuals with various skill sets, including but not limited to:

- Supporting the beautification of our roads, parks, by providing maintenance to various DPW maintained property grounds, including the DPW Office, BATTERY Brook Park, Transfer Station, Beachgrounds Park, as well as ballfields and Town properties townwide, including carpentry, painting, structure repair, grounds work (mulch bed maintenance, raking, weeding, edging, mulching, watering, weed wacking, leaf blowing, mowing), Athletic Field Maintenance (raking, lining), Playground Maintenance.
- Parks Ambassador/BATTERY Brook Park Greeter.
- Restroom Maintenance (sweeping, mopping, cleaning and wiping amenities).
- Park key holder (opening and closing of parks).
- Maintaining the interior of the facilities.
- Upgrading the filing and road plan inventory.
- Assisting with operational tasks that will help organize our administrative office.

Desired skills and physical requirements:

- Light carpentry work.
- Light gardening work.
- Administrative filing and organization, light computer work and skills.
- Light trash collection, and other associated organizational projects.
- May involve tasks both inside and outside and will require the ability to walk and stand for a few hours at a time.
- Must have reliable transportation to various Town locations where these tasks may take place.
- The ability to work with minimal supervision is desired.
- Work times can vary, from 2 to 4 hours per day, and on a Monday Through Friday workweek. Work type will be determined based on the individuals skill set.

# Recreation

*Anticipated Positions: 4-6*

## Scorer/Timer/Game officials

Working with the officiating staff as well as coaches, the position consists of operating/managing the clock or book during youth or adult basketball games. Requires close attention to the games and making decisions based on what is observed. Games include baseball, basketball, lacrosse, soccer or softball.

## Game Manager

Responsible for turning field lights on/off, maybe announcing player names, running a scoreboard, opening restrooms, and other related tasks.

## Volunteer Coach

Assisting coaches in teaching players the rules and tactics of the game, effectively using sports equipment, and communicating with both players and parents.

### Preferred Knowledge, Skills and Abilities:

- Strong attention to detail.
- Basic computer skills (for electronic scorekeeping).
- Strong communication skills to effectively communicate with players, coaches, and spectators. Strong leadership and motivational skills.
- Knowledge of the sport's rules and regulations.
- Previous experience is preferred but not required.
- Ability to remain impartial and make quick, fair decisions.
- Willingness to undergo training as recommended.

### Working conditions:

- Ability to sit and/or stand for extended periods of time (as applicable to job)
- Work may involve using electronic scoring systems or manual scorekeeping.
- Work environment may include indoor or outdoor sports facilities, depending on the sport and season. Work involves exposure to varying weather conditions if games are played outdoors.

- Physical fitness and agility to keep up with the pace of the game (as applicable)
- Availability to for flexible schedule around game/practice schedule (including evenings, weekends)

## Library

*Anticipated Positions: 2-3*

South Hadley Public Library serves as a safe community gathering space where all library patrons are welcomed with dignity and respect. The library's collections, programs, and services will reflect both the town of South Hadley and the world at large. The library will collaborate with community partners to provide a comfortable environment that is reflective and responsive to the recreational, educational, and cultural needs of our library users.

## Children's Room Support

Detail-oriented individual to support programs and services in the Children's Room.

### Preferred Knowledge, Skills and Abilities:

- Detail-oriented
- Be friendly, polite, and professional in dealing with a variety of age groups and families
- **Past experience working with children**
- Interest in arts & crafts
- Familiarity with the online catalog and the Dewey Decimal System
- **Have a knowledge of current children's literature**
- Keeps current with the library calendar to explain and promote library programs
- **Good communication skills a must**
- Depending on skills, this person may lead some children's activities

### Working conditions:

- Physical requirements include the ability to read spine labels on books
- Reach shelves from floor level to eye level
- Shelve books and other materials

- Ability to lift and carry up to 10 lbs.
- Schedule would ideally cover some of these times: Mondays 9:30-11:30, Tuesday 5pm-8pm, Wednesday 5pm-8pm, and/or some Saturdays 9:30-1pm.

## Book Processing Support

Detail-oriented individual to support the processing of newly acquired materials.

### Preferred Knowledge, Skills and Abilities:

- Detail-oriented
- **Good communication skills a must and be able to work as part of a team**
- Familiarity with the online catalog and the Dewey Decimal System
- Have a knowledge of current children's literature
- Application of mylar dust jacket covers, laminate covers, barcode stickers, spine labels, library ownership stamps, genre stickers, etc.
- Other assigned tasks may include shelving books, sorting inter-library loan bins, and related activities.

### Working conditions:

- Physical requirements include the ability to read spine labels on books
- Reach shelves from floor level to eye level
- Handling books, movies, and other library materials
- Applying tape, covers, labels, and stamps to items
- Shelf books and other materials
- Ability to lift and carry up to 10 lbs.
- Schedule would be weekday mornings or afternoons.

## Veterans' Services

*Anticipated Positions: 4-6*

Under Massachusetts General Laws Chapter 115 Section 9 it is responsibility of Veterans Graves Officer to ensure every veteran's grave within such city or town to be suitably kept and cared for.

Duties of support personnel will initially involve uncovering (Removing dirt and weeds), Edging and Cleaning thousands of Veterans Flat Grave Ground Markers within the six cemeteries located in town. Under the the direction of Veteran Services.

## Graves Support Personnel

### Preferred Knowledge, Skills and Abilities:

- Light gardening work such as edging and weeding.
- Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 25 lbs. unassisted).
- Frequent periods of time spent kneeling down, bending, stooping, and lifting moderately heavy objects (5 gallon bucket with soil or 3 gallons of water) .
- A qualified individual must have the ability to kneel, stand and walk unassisted.
- Ability to perform repetitive motion for sustained periods.
- Frequently work outdoors in a variety of weather conditions, which may include heat, exposure to various landscapes, vegetation, uneven terrain.
- Must have reliable transportation to travel to various cemeteries.
- Ability to work independently with little supervision, and be comfortable working alone. However, this work may be done in a pair of workers or done with a non-tax worker.
- Ability to work with cleaning products to use in preserving a variety of surfaces