

Area Golden Age Center Date from Jan 1-1972 Through 1972

Staff Member Louise Holloway

Classification Leader II (Center Director) Total hours per week 40

* Assignment of work and hours

	Morning	Afternoon	Evening
Monday	9 AM - eat Park - Time Cards Pick up Supplies - Repair Request. Station wagon and members Supervise Program Paper Project Lunch preparation. No lunch hr. taken off Aide Lunch Serving	Supervise Cleaning Dining - Kitchen Rm. Supervise Staff Evening Members and Repetals Attend mail - follow up pm. program - Close Bldg. 5 o'clock	<u>Closed</u>
Tuesday	9 AM - Pick up wagon transport members Aide Bridge - Gr. Planning Telephoning - members - Volunteers Speakers Aide Lunch Gr.	Supervise - kitchen - Clean up - Dining Rm. Aide Bridge Gr. Bulletin Board - Notices Posters - Program Plans Rec. Money - Close Bldg. 5 o'clock	<u>Closed</u>
Wednesday	9 AM Pick up wagon Transportation Trips - special Events Director - Directions for Bulletin Program Planning - Contacts Arts-Craft Director	Kitchen - Dining clean up work with staff Bulletin Order Supplies Plan Staff Meeting Close Bldg. 5 o'clock	<u>Closed</u>
Thursday		11:00 Supervise clean up Dining Rm. Direct Program 1:30 Introduce " 2:00 Conduct staff meeting Prepare for Supper Prepare for Bingo Mail - Monthly Bulletin	5:00 Direct dance No other Staff in Bldg. } Singing at night } Bingo Close Bldg.
Friday	Supervise - Bazaar and Sewing Rm. - Arts-Crafts all items sold Assist Lunch Prep. Gr. Bulletin in zones - Mail	Sup. clean up - after lunch wkly. Records - Reports Conference - Mainstream worker Close Bldg.	<u>Closed</u>
Saturday and Sun.	open - Close Bldg - special Events and for all the night Programs		

* Under daily work assignment, list nature of work and hours.

Area Ellen Age Center Date from Feb. 1 1972 Through 1972
 Staff Member Mary Lee Henderson

Classification _____ Total hours per week 40

* Assignment of work and hours

	Morning	Afternoon	Evening
Monday	Open Bldg. 8:AM Assist with Lunch Assist Paper program Transportation Librarian off for lunch 12:00/1:00	Game Rm. Supervise T.V. Rm. Program Librarian all Transportation -	
Tuesday	Open Bldg. Am. Coffee Gr. Transportation Supervise Lunch Librarian off Lunch 12:00-1:00	Aide Counseling - Referrals Game Rm. Sewing Rm. Craft Rm. Librarian Transportation	
Wednesday	Transportation for Trips Librarian Aide Lunch Preparation off Lunch 12:00-1:00	Librarian Aide Attend special Events Assist Staff meeting planning Transport members	
Thursday	8:00 Pick up ungen. Transport members Assist Lunch Preparation Assist Assembling Bulletin Librarian off Lunch	Attend - Programs - Aide Librarian Attend Staff meeting Transportation for Referrals -	
Friday	Assist Assembling Bulletin Transport members Librarian Vending Machines Assist Lunch - 12:00 off Lunch	Assist Library Program Assist Band Transport members	
Saturday			

* Under daily work assignment, list nature of work and hours.

Lillian Henderson

Area Western Hill Date from Jan 1972 Through May 1972

Staff Member Julia J. Anderson

Classification For Section II

Total hours per week 40 hrs

* Assignment of work and hours

Morning		Afternoon		Evening	
Monday	Sweeping Clean 8:30 - 12:00	Sweeping Clean 1:00 - 2:45	Sweeping Clean 2:45 - 4:45	Cheerleader Practice 3:05 - 4:45	
Tuesday	Sweeping Clean 8:30 - 12:00	Sweeping Clean 1:00 - 2:45	Sweeping Clean 2:45 - 4:45	Sweeping Clean 7:00 - 8:00 Basketball 8:00 - 9:00	
Wednesday	Sweeping Clean 8:30 - 12:00	Sweeping Clean 1:00 - 2:45	Sweeping Clean 2:45 - 4:45	Cheerleader Practice 3:05 - 4:45	
Thursday	Bridge Clean 8:30 - 12:00	Sweeping Clean 1:00 - 2:45	Sweeping Clean 2:45 - 4:45	Sweeping Clean 7:00 - 8:00 Basketball 8:00 - 9:00	
Friday	Sweeping Clean 8:30 - 12:00	Sweeping Clean 1:00 - 2:45	Cheerleader Practice 3:05 - 4:45		
Saturday					

* Under daily work assignment, list nature of work and hours.

Area Houston Hill C.C. Date from 197 Through 197

Staff Member Ann A. Joole

Classification Rec. Leader I Total hours per week 40 hours

* Assignment of work and hours

	Morning	Afternoon	Evening
Monday	8:30 - 12:00 Adult Arts & Craft Classes	1:00 - 2:45 Preparing room & tables for teen age girls arts & craft class 3:00 - 4:45 Teen age Boys Arts & Craft Classes	
Tuesday	8:30 - 12:00 Adult Craft Classes	1:00 - 2:45 Sewing Class 3:05 - 4:45 Assist & help keep order in Lobby & Gym for Basketball games & dances	
Wednesday	8:30 - 12:00 Plan next weeks Craft Classes for children.	1:00 - 2:45 Prepare room tables for 8-12 year old Boys Craft Classes 3:00 - 4:45 8-12 year old Boys Craft Classes	
Thursday	8:30 - 12:00 Bridge Class	1:00 - 2:45 Sewing Class and Adult Craft 3:05 - 4:45 assist & help keep order in Lobby & Gym for Basketball games & dances	
Friday	8:30 - 12:00 Adult Craft Classes	1:00 - 2:45 Prepare room & tables for 8-12 year old Girls Craft classes 3:00 - 4:45 8-12 year old Craft Classes.	
Saturday		after	

* Under daily work assignment, list nature of work and hours.

Area King Hill Comm. Ctr. Date from 2-1-1972 Through 2-29-1972

Staff Member Richard L. Moncrey

Classification Director Total hours per week 40 Hrs.

* Assignment of work and hours

	Morning	Afternoon	Evening
Monday	Supervise and instruct morning activities. Inspect center and equipment.	Stimulate interest in game and activities during the noon hour.	Supervise and officiate outdoor sporting activities, when necessary.
Tuesday	"	"	"
Wednesday	"	"	"
Thursday	Visits parents in the community and try to stimulate their interest in the Center.	"	"
Friday	Free play and instructed activities.	"	"
Saturday	OFF DAY	OFF DAY	OFF DAY

* Under daily work assignment, list nature of work and hours.

Area King Hill Center Center Date from 2-1-1972 Through 2-24-1972

Staff Member Melissa Davis

Classification Director's A.D.C. Total hours per week 40 hrs.

* Assignment of work and hours

	Morning	Afternoon	Evening
Monday	Organizing groups of adults in various types of recreational activities	Check games and equipment for use during the evening	Supervise table games and indoor activities
Tuesday	"	"	"
Wednesday	"	"	"
Thursday	OFF DAY		
Friday	Free play or unstructured activities	Check games and equipment for use during the evening	Supervise table games and indoor activities
Saturday	Construct Cooking Classes	Supervise outdoor + indoor activities	Supervise indoor and outdoor activities

* Under daily work assignment, list nature of work and hours.

Area Trinidad Date from Jan 1972 Through 197

Staff Member Margaret Bishop

Classification Leader I Total hours per week 40 Hrs

* Assignment of work and hours

	Morning	Afternoon	Evening
Monday	8:00 - 10:00 Open Rec. Room Make coffee and greet guest.	11:00 - 5:00 Directing Programs OR Record Keeping - Reports Transportation Referrals	
Tuesday	8:00 - 12:00 open - greet guest Counseling when asked - Daily - or Transportation Referrals	11:00 - 5:00 Assist Community Singing - games Transportation Referrals	
Wednesday	8:00 - 9:00 - Open greet people - 9:00 - 10:00 - Staff Meeting 10:00 - 12:00 - Reviewing Meeting	11:00 - 5:00 Program Planning	
Thursday	8:00 - 8:30 - Open 8:30 - 9:30 Curb Market shopping 9:30 - 1:00 John Knox shopping	1:00 - 3:30 Assist with salvation Army Working on Program - Community Serv	3:30 - 5:00 P.M.
Friday	8:00 - 12:00 Working on Bulletin	11:00 - 5:00 Program Planning	
Saturday			

* Under daily work assignment, list nature of work and hours.

Area Public Center Date from Feb 197 Through 197

Staff Member James W. Williams

Classification Leader I Total hours per week 40

* Assignment of work and hours

	Morning	Afternoon	Evening
Monday	8:00 - 12:00 Assist with Social activities And games - Library work	1:00 - 5:00 Assist with Games Counseling any time	
Tuesday	10:00 - 12:00 Making Signs For Daily activity	1:00 - 4:00 Preparation For worship service	7:00 - 9:00 Assist with worship serv
Wednesday	9:00 - 10:00 Staff Meeting 10:00 - 12:00 Directing games	1:00 - 5:00 Directing Games And Counseling When Asked	
Thursday	8:00 - 12:00 Library Work	1:00 - 5:00 Assist with special activities	
Friday	8:00 - 1:00 Keeps Rec. Room going with games etc. OR shopping	2:00 - 3:00 Headcount Reports 3:00 - 5:00 Checking Out Books	
Saturday			

* Under daily work assignment, list nature of work and hours.

Area NEWTOWN Date from 2/1 1972 Through 2/30 1972
 Staff Member _____

Classification Director Aid Total hours per week 40

* Assignment of work and hours

	Morning	Afternoon	Evening
Monday	I'll be working with the Neighborhood Head Start group from 10:00 to 11:45	There will be a variety of games going on and I will visit each one to assure fair play. 1:00 to 3:00	"Touch" football Dodge ball 3:15 to 5:00
Tuesday	Supervised "ring" games for Head Start group from 10:00 to 11:00	I will officiate Badminton games 1:15 to 3:00	Supervised and officiated basketball games 3:15 to 5:00
Wednesday	Physical fitness activities for Head Start groups 10:00 to 11:45	There will be supervised "touch" football games 1:00 to 3:00	football continued 3:30 to 5:00
Thursday	Animal Card Games General Games 10:00 to 11:45	I will officiate volleyball games 1:00 to 3:00	Volleyball game continued for play off game 3:30 to 5:00
Friday	Playground activities on equipment 9:30 to 11:00	Competitive basketball games between team picked at random 1:00 to 3:00	Basketball continued for play offs and championship game 3:30 to 5:00
Saturday	Closed		

* Under daily work assignment, list nature of work and hours.

Area Golden Age Center Date from Feb 1 1972 Through 197

Staff Member Soc. Boatwright

Classification Pianist - Typist Total hours per week 20

* Assignment of work and hours

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday	8: Am open Building Assist Lunch prep 2 wk. Assist - Bulletin 2 wks.	12:00 - 1:00 Eat Lunch with Sr. as program 1:00 off - Types	
Thursday	8: Am open Bldg. Assist Lunch - one wk. Addresses Bulletin one wk. attends Soc. Service luncheon	12:00 - 1:00 Lunch - Program with Sr. 3 wks. 1:30 - 2:00 Play Piano for Singing Attend Staff meeting 3:00 - off Typing	
Friday	8: Am open Bldg. Prepares for Afternoon Band Assist Assembling Bulletin memographing one wk.	12:00 - 1:00 Lunch program with Sr. 1:30 - 3:00 Plays Piano Band 2:30 Bank Deposit 3:00 off	
Saturday			

* Under daily work assignment, list nature of work and hours.

Area Richardson Terrace Date from Feb 197 Through 197

Staff Member Sara Hamilton

Classification Aide Total hours per week 20

* Assignment of work and hours

	Morning	Afternoon	Evening
Monday	8:00 - 12:00 Bridge Instructor		
Tuesday	8:00 - 12:00 Assist with games counseling when Asked	1:00 - 5:00 Preparation for evening worship counseling	
Wednesday	9:00 - 10:00 Staff Meeting		
Thursday			
Friday	8:00 - 1:00 Shopping or Keep Rec. Room open		
Saturday			

* Under daily work assignment, list nature of work and hours.