
Part Time Admin for Atlas Township Silver Foxes

From Jim Busch <jbusch@atlastownship.org>

Date Mon 3/16/2026 3:19 PM

To Radzilowski, Lynn <LRadzilowski@geneseecountymi.gov>

External sender <jbusch@atlastownship.org>

Make sure you trust this sender before taking any actions.

Dear Lynn Radzilowski,

The senior program within Atlas Township is doing better than anticipated. The Silver Foxes Senior Program has been a great success. Senior volunteers and township staff have done a wonderful job managing and growing the program to date. Events are in high demand; the CPR class, Mott Culinary School visit, and Crossroads Village trip have all sold out. However, as the senior program has grown, the amount of support needed has also increased.

I am writing to respectfully request funding support to hire a part-time Administrative Assistant for our Silver Foxes Senior Services Program at Atlas Township for FY 2025–2026. As the demand for our services continues to grow, the need for additional administrative support has become essential to maintaining and expanding the quality of assistance we provide to older adults in our community.

Funding for an Administrative Assistant would allow our program to:

- Improve program efficiency and organization
- Ensure accurate documentation and reporting
- Strengthen communication with seniors and community partners
- Support the continued growth of the program

The requested funding is approximately \$20,000 for the remainder of FY 2025–2026, which would cover the salary for this position. This investment would significantly enhance the effectiveness of our program and help ensure that older adults in our community continue to receive the high-quality services they depend on.

We deeply appreciate your consideration of this request and your continued commitment to supporting programs that improve the quality of life for seniors. I would welcome the opportunity to provide any additional information or discuss this request further.

Thank you for your time and support.

Township of

Atlas

Genesee County • Michigan

Jim Busch

Supervisor

P.O. Box 277

Goodrich, MI 48438

Phone: 810-636-2548

Fax: 810-636-6244

supervisor@atlastownship.org