



## POSITION DESCRIPTION

Position: Senior Services Program Coordinator		Department: Senior Department	
Reports to: Senior Services Director		FLSA Status: Non-Exempt	
Location: Community Center	Division: Senior Services	Pay Grade N/A	
Revised: July 31, 2017	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): Full Time

### **GENERAL PURPOSE:**

Performs administrative, supervisory and professional work in the operation and maintenance of special events, enrichment opportunities and educational classes, and activities to address the social, recreational, and fitness needs of senior citizens. Supervises the Volunteer Program. Works closely with other staff on fundraising and sponsorship opportunities to benefit a variety of programs and services offered. Promotes interest, growth and generates public awareness of the senior services program. This position requires a fair amount of flexibility as it may include evening and weekend hours. This is a hands on position, interacting daily with senior citizens, business community and the public.

### **SUPERVISION:**

Works under the general supervision of the Director of Senior Services

### **SUPERVISION EXERCISED:**

Exercises general supervision of instructors, vendors, entertainers and volunteers

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for the development, implementation and coordination of programs, classes, activities and special events for older adults including but not limited to: Travel, Fitness/Health, Social, Recreational, Inter-generational and Educational.

Responsible for maintaining current programs, activities and events and have the ability to evaluate and determine the effectiveness of each.

Provides recommendations and implementation of new programs to promote wellness, fitness and active aging. Produce revenues and minimize costs on programs. Responsible for annual Community Health Fair; which includes maintaining current partnerships and creating new ones

Keeps abreast of trends in programming, travel and speakers. Exhibits creativity in conceiving innovative programs and services within budget constraints. Secures and interacts regularly with

instructors, entertainers and vendors for programs, classes, events and services using City approved procedures.

Supervision of the Volunteer Program which includes: recruitment and retention of volunteers, managing volunteer schedules for all programs and services utilizing volunteers. Ensures Meals on Wheels delivery schedule is maintained 7 days a week. Respond to citizen inquires and requests from business and groups. Develop and maintain Volunteer trainings, and educational opportunities. Develop and maintain Volunteer marketing plan using a variety of resources including newsletter, social media, Facebook, etc. Develops and maintains volunteer recognition activities. Coaches volunteers within the department to maintain high departmental standards. Maintains positive communication with volunteers.

Prepares newsletter articles and works with staff on fliers for activities, events and programs. Develops and disseminates appropriate media including social media and the department Facebook page.

Works closely with other staff on fundraising, sponsorship projects and grant writing.

Responsible for budget development and management related to programs, activities, events, including supplies, materials, vendor invoicing, contracts, etc. Maintains records related to budget. Responsible for preparing all necessary and mandatory reports, records and files.

Coordinates the set up and take down of equipment, purchasing and organizing supplies, and prepares venue(s) for activities and events.

Work closely with other departments and agencies in relationship to older adults. Maintains current professional relationships and build new ones to promote and expand awareness of the department and City.

Provides presentations to other organizations, civic groups and businesses advocating on behalf of the seniors and the department on a regular basis.

Participates in meetings, events, workshops and/or conferences as appropriate to position.

Maintains confidentiality, especially related to sensitive organizational, customer and other generally private information.

Other duties as assigned by the Director of Senior Services and/or designee to ensure quality service to the seniors and the community.

### **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned.

Works on community events as directed.

Serves as a team member of the Community Center.

May be required to report to serve the community during an emergency situation and may be assigned other, non-routine duties.

**REQUIRED MINIMUM QUALIFICATIONS:**

- (A) Education and Experience: Graduation from a four-year college or university with a degree in Gerontology, Recreation or closely related field.
- (B) Minimum 4 years' experience successfully developing programs for senior citizens; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of principals used in planning, coordinating and servicing seniors and senior activities;
- (B) Ability to develop, coordinate and direct varied activities involved in a
- (C) community programs; Ability to establish and maintain working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers; Ability to work in a team environment and independently as needed. Must be organized and detail orientated in all components of the job.

**SPECIAL REQUIREMENTS**

- (A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state;
- (B) First aid and CPR certification.

**TOOLS AND EQUIPMENT USED:**

Computer, including word processing and data base software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; Kiln plus other miscellaneous equipment.

**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 essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and background check; conditional offer of employment; post offer medical examination; drug screening and additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Director of Senior Services

Approval: \_\_\_\_\_  
City Manager

Approval: \_\_\_\_\_  
Employee