



## **JOB ANNOUNCEMENT**

Job Title: Senior Center Coordinator  
Reports to: Director of Aging Services  
Work Hours: Monday-Friday 25 hours per week

Status: Non-Exempt

The Coordinator is responsible for coordinating all programs and activities at the center. Must have knowledge of senior citizens, human services delivery system in Monroe County and program development and funding processes. Must have the ability to communicate effectively both orally and in writing with people of varying and diverse backgrounds, proposal writing, supervision and training of staff and work cooperatively with various units of local government.

### **Required Duties and Responsibilities**

- Coordinates the Senior Nutrition Center in accordance with MCOFA guidelines.
- Maintains and distributes monthly calendar and newsletter by the first of every month.
- Outreaches to area seniors and recruits seniors to attend the center.
- Coordinates on-going programming within the center.
- Prepares, coordinates and actively engages in all the center's activities with the senior center participants. Ensures all participants are engaged in daily activities and activities are varied to ensure engagement of all participants.
- Assures compliance with federal, state and local guidelines.
- Maintains records and reports as required by funding sources in a timely manner per schedule set forth by the Project Manager and funders.
- Responsible for supervising personnel and volunteers in the senior center.
- Responsible for timely submission of all center monies to the Finance department, i.e. every two (2) weeks.
- Refers individuals to caseworkers for counseling and other support services.
- Assist Project Manager with program proposals and make recommendations for the program.
- Work with existing community organizations (MCOFA, Lifespan, etc.) to help develop and strengthen programs for the elderly.
- Completes agency monthly statistical reports on Peer Place.
- Attends meetings and trainings as assigned.
- Responsible for making sure that the center is ethnically and culturally diverse.
- Responsible for food ordering, preparation and oversight of serving and clean-up.

### **Recruitment**

- Provide on-going strategies to recruit new volunteers to Team.
- Assist with the distribution of promotional materials, such as press releases & Public Service Announcements pertaining to recruitment, to area newspapers, newsletters, church bulletins, etc.

### **Training and Presentations**

- Prepare and bring all appropriate materials to monthly In-service training sessions for Senior Companions.
- Provide opportunities for volunteers to share experiences and approaches in dealing with children/frail elderly.
- Ensure that all materials for orientation training for new Senior Companions are prepared and available.

### **Recognition**

- Assist in planning and implementing recognition events; Annual Recognition Event, annual picnic, December holidays, Thanksgiving, trips, etc.

### **Other**

- Adheres to personnel policies and procedures for project staff consistent with those of sponsor.
- Maintains and develops cooperative working relations with a variety of community organizations and agencies.
- Attends conferences, meetings and trainings related to the position.
- Assists with fund raising and other special events.
- Performs related work as required.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to:

Walk and stand	Climb
Bend forward	Kneel down
Reach and grasp	Push and pull objects
Repetitive bending and lifting of items	Repetitive arm movement
Lift and/or move up to 25 lbs	

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 job functions. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the agency.

### **Qualifications**

Preferred: Bachelor's Degree with a minimum of two (2) years experience in a related field, working with the elderly and supervisory experience.

Accepted: Associates Degree with four (4) years experience working in a related field, working with elderly and supervisory experience.

Planning, organizing, and training capabilities.

Ability to deal effectively with community agencies.

Ability to relate effectively with the elderly.

Ability to use computer (Windows, Word, Publisher, Excel, Access)

Ability to work as a TEAM member.

Ability to be flexible.