

Town of Somers
Position Description

Position Title: Senior Center Program Coordinator (Part-Time)

Department: Senior Center

Supervisor: Senior Center Supervisor

Position Summary: Under the direction of the Senior Center Supervisor, the Senior Center Program Coordinator works closely with the Senior Center Coordinator to develop and implement programs and activities for older adults, assists with general Senior Center operations, and is responsible for overseeing the Dial A Ride scheduling and data input and tracking.

Hours: Monday –Thursday 11am-4pm Friday 8am-1pm

Essential job functions:

- Dial a ride responsibilities include but not limited to scheduling weekly routes as appointments are made, calling residents with next day pick up times, communicating with drivers, schedules per diem drivers, tracking data necessary for grant reporting, generating monthly reports, scheduling routine vehicle maintenance, and following up with driver daily reports.
- General administrative duties including answering phones, greeting visitors, assisting with program sign up.
- Assist with Senior Center upkeep including maintaining general cleanliness.
- Assist with Senior Center events including planning, advertising, shopping, decorating, serving, setup/breakdown
- Assist with creation and distribution of promotional materials
- Assist in planning and coordinating details of Senior Center programs, events, and trips.
- Demonstrate creativity and enthusiasm in the development and implementation of Senior Center Programs
- Demonstrate superior organizational skills, and time management
- Provide customer-friendly delivery of quality services to the community
- Ability to plan, prepare, oversee, and evaluate a variety of programs that vary in length and scope
- Ability to establish and maintain effective working relationships with seniors, co-workers, directors, other town departments, businesses, and the general public.
- Regularly involved with programs to ensure smooth functioning.
- Assist other program staff and volunteers as needed.

Qualifications:

- Must possess a valid driver's license and a satisfactory driving record
- Must possess a minimum of a high school diploma or GED
- Computer skills including proficient use of Microsoft Office Products including word, Excel, Outlook, and Publisher.
- Ability to operate basic office equipment phone, fax, scanner, copier etc...
- Ability to learn and utilize *My Senior Center* software, a CRM system used to register and track participation.
- First aide/CPR/AED certification preferred
- Ability to work effectively with older adults, general public, volunteer and staff
- Ability to multi task and perform with frequent interruptions and distractions.
- Ability to respond courteously to questions, complaints, and input from the consumer
- Ability to respond effectively in an emergency situation.
- Ability to communicate orally and in writing.
- Ability to maintain confidentiality and respect privacy of resident's personal information.

Physical Demands:

- Must possess mobility to operate in a standard office setting, and move about the Senior Center, reach shelves, storage, and kitchen.
- Must be able to remain in stationary position for a length of time
- Must be able to move tables, chairs, and office equipment up to 50lbs
- Must be able to frequently operate computer and other office equipment
- Must be able to view computer screen
- Must be able to communicate frequently by phone, email, ZOOM, and in person. With clear and accurate delivery of information.

Work Environment

- Physical work environment can fluctuate from quiet to loud and is open to the general public
- Programs will require the use of indoor, outdoor, and virtual spaces.
- Position may occasionally require additional hours on weekends and early evenings for special events.