

**TOWN OF SOMERS
JOB DESCRIPTION**

PART-TIME SENIOR CENTER PROGRAM COORDINATOR

GENERAL STATEMENT OF DUTIES: Assists in the effective planning, organization and evaluation of Senior Center programs and special events.

SUPERVISION RECEIVED: Works under the direction of the Senior Center Supervisor or his/her designee.

SUPERVISION EXERCISED: Provides supervision to Senior Center program instructors and volunteers as assigned.

ESSENTIAL JOB FUNCTIONS:

- Evaluates programs for effectiveness and participation levels, assists in the development of new programs and recommends program changes.
- Directs, supervises, and leads Senior Center programs on location and through program staff and volunteers.
- Monitors program activities to ensure a safe and pleasant environment for participants and staff. Attends programs and events on evenings and weekends as needed.
- Sets up and breaks down event and activity space and provides hands on assistance with large events.
- Provides customer service in person, on the phone and by email. Assists in registering participants for classes, activities, and related events.
- Data input and reporting with My Senior Center software.
- Assists with website maintenance of program areas, monthly calendars, and monthly newsletter publication.
- Assists in the coordination of program participants, staff, facilities, and resources.
- Reports and resolves complaints, requests, and safety concerns.
- Communicates and enforces Senior Center division rules and policies.
- Develops promotional materials and announcements for programs.
- Assists in the development of a program budget.
- Assists in managing the volunteer program by recruiting, interviewing, selecting, scheduling, training, and supervising center volunteers.
- Responsible for communicating schedule of activities to staff and volunteers.
- Works in conjunction with town departments and other related agencies, organizations, and businesses to coordinate events and activities.
- Regular and punctual attendance.
- Perform additional duties as required.

QUALIFICATIONS:

- 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.
- Experience working with older adults preferred.
- Able to maintain certification of CPR, First Aid and AED administration. Must have a valid driver's license.
- Ability to work effectively with older adults, general public, volunteer and staff.
- Ability to multitask and perform with frequent interruptions and distractions.
- Ability to respond courteously to questions, complaints, and input from the consumer.
- Ability to respond effectively in emergency situations.
- Ability to communicate orally and in writing.
- Ability to maintain confidentiality and respect privacy of resident's personal information.

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 of this job.

Work is performed mostly in indoor settings (office, classroom). Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Must be able to remain in a stationary position for a length of time.

While performing the duties of this job, the employee is frequently required to sit; stand; talk; hear; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms and move about the Senior Center.

The employee must occasionally lift and/or move up to 50 pounds. Must be able to move tables, chairs, and office equipment.

Must be able to communicate frequently by phone, email, Microsoft Teams, and in person with clear and accurate delivery of information.

WORK ENVIRONMENT: The work 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 essential functions.

Must be able to concentrate on fine detail with some interruption. Must be able to remember task/assignments given to self and others over long periods of time. Must be able to perform highly complex and varied tasks requiring independent knowledge and its application to a variety of situations as well as exercise independent judgment. The noise level in the work environment is usually quiet to loud and is open to the general public.