

TITLE: Senior Center Coordinator (part-time)

CLASS: Hourly/Union Position

DEPARTMENT: Human Services

DATE: 08/01/2022

POSITION DESCRIPTION: This position performs intermediate professional work coordinating the Senior Center and a variety of senior programs and is the Municipal Agent of the Elderly. Duties include planning, organizing, supervising, and conducting programs for older persons; evaluating programs; preparing and maintaining records; preparing reports.

SUPERVISION RECEIVED: Work is performed under general supervision. Position reports to the Director of Human Services.

SUPERVISION EXERCISED: None.

EXAMPLES of ESSENTIAL FUNCTIONS:

- Plans, develops, and implements programs and events of recreation, wellness, and instruction for older persons.
- Maintains liaison and works in collaboration with various federal, state, local and non-profit organizations; assists and supports creative, independent action by older persons.
- Oversees volunteer instructors and assistants.
- Oversees marketing of the programs and services through newsletters, press releases, and other media; writes articles and assists with the production of the monthly newsletter.
- Assists in preparing budgets for programs and center operations; assures proper and efficient expenditure of funds for programs.
- Keeps program statistics and participation records; prepares reports; reviews and evaluates programs.
- Schedules classes and outside use requests of the Senior Center and maintains master calendar.
- Participates in development of regional programs and initiatives with colleagues from neighboring communities.
- Participates in professional organizations and related continuing education programs to stay current with developments in the field of aging.
- Supports Meals on Wheels program with service provider.
- Oversees Dial-A-Ride program
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the principles, practices and techniques of recreation, and leisure services administration, particularly as they relate to older persons, thorough knowledge of the needs and capabilities of older persons in the area of recreation, wellness, and leisure activities.
- General knowledge of Microsoft applications including Outlook, Excel and Word and other computer applications.
- Ability to understand older persons, their lifestyle and issues that are important to them.
- Ability to effectively manage programs and staff, and to provide leadership and vision in the development and delivery of a wide range of services to seniors.
- Ability to communicate in both oral and written formats.

- Ability to provide leadership and motivation to program participants, as well as instructors and other staff; ability to allocate and utilize resources to meet program goals; ability to conceive, develop and implement recreation programs for older persons.
- Ability to establish and maintain effective working relationships with superiors, associates, volunteers, older persons, officials of other agencies and the general public.
- Ability to act calmly and effectively in emergency situations.
- Ability to interpret and apply regulations, policies and procedures.

REQUIRED MINIMUM QUALIFICATIONS: Graduation with a bachelor's degree from an accredited college or university with major course work in human services, gerontology or related field, supervisory experience, and experience working with the elderly. Master's degree preferred but not required. Consideration may be given to equivalent experience and training.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. .

- This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

SPECIAL REQUIREMENTS:

Must have a valid Connecticut driver's license. A public service license is desirable.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Willington and the employee and is subject to change by the Town, as the needs of the Town and requirements of the job change.