JOBS DESCRIPTION

JOB TITLE: Activities Coordinator

REPORTS TO: Chief of Senior Centers

OVERALL JOB DESCRIPTION: To perform duties in assisting with the development, promotion and implementation of senior center program activities.

QUALIFICATIONS FOR EMPLOYMENT:

• Must be knowledgeable and sensitive to the needs of the elderly and handicapped individuals.
• Should be computer literate.
• Associate Degree with 2 years work experience with the geriatric population and knowledge of the field assignment.

OR

High School Graduate or GED recipient with at least 4 years work experience in related area such as the geriatric population and structured senior activity programs.

ESSENTIAL JOB FUNCTIONS:

1. Responsible for the promotion, coordination and implementation of approved senior center programs and activities
2. Coordinate and communicate with agency staff, senior citizens, volunteers and other community organizations to assure that agency and project goals are achieved on a continuous basis.
3. Assist the Home Delivered Meals/Activity Coordinator with providing transportation for participants to and from the Center or other approved destinations.
4. Maintain a physical environment that conforms to senior center policies as the related to safety and cleanliness. Provide individual care and assistance with instrumental activities of daily living.
5. Help supervise and schedule volunteers.
6. Assist participants throughout the day and help with transportation services and meal services.
7. Observe participants daily health and behavioral changes, discuss changes with Chief of Senior Centers.
8. Maintain participant records of needs and services.
9. Assist with the inventory of program supplies.
10. Attend trainings, workshops and interviews that pertain to senior centers and other related issues.
11. Perform other reasonably related duties as requested by the Chief of Senior Centers.

OTHER REQUIREMENTS OF THE POSITION:

• Employees are required upon hire to sign a drug-free workplace agreement.
• Complete annual CPR & First Aide Training

SALARY RANGE: $14,000.00 to $16,500.00 (32 hours work week); Commiserate with qualifications and experience.