

Class Code: 6411
Revised: 10/22/15
Reviewed: 3/15/18

SENIOR CENTER COORDINATOR

PURPOSE AND NATURE OF WORK

This position is responsible for planning, organizing, conducting and leading activities for senior citizens at a single senior center. Work also involves soliciting public participation and recruiting and training volunteers. The incumbent in this position directs the work of a Clerk-Typist and Janitor. Position reports directly to the Human Services Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans, organizes and implements activities such as exercise programs, nutrition classes, health seminars, safe driving, games, social activities and other services for senior citizens. Prepares calendars of events and public service announcements to promote programs, solicits participation, and informs participants of events at the center. Purchases materials and supplies needed for activities. Determines financial needs to assist with budget preparation. Makes recommendations for purchases of equipment and supplies for the center. Trains staff on methods for maintaining records of activities and preparing monthly reports of activities. Ensures that any maintenance problems at the facility are reported and addressed, and that the facility is cleaned properly. Participates in cleaning, maintenance, and care of facility as needed. Recruits, trains, and directs the work of volunteers.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of senior citizen needs and programs designed to meet those needs.

Considerable knowledge of health issues that affect senior citizens.

Knowledge of rules, regulations, policies and procedures governing use of facility.

Knowledge of equipment, use and maintenance requirements of exercise equipment.

Knowledge of various community services and available resources.

Ability to establish and maintain effective working relationships with other employees, volunteers, media and program participants.

Ability to communicate effectively with individuals and groups from various socio-economic and educational backgrounds.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in sociology, gerontology, or related, and experience performing community service and wellness work with senior citizens; or equivalent combination of training and experience.