

SENIOR CENTER PROGRAM COORDINATOR

GENERAL DESCRIPTION: The employee in this class assists the program director in overseeing the senior center programming and activities. This employee also works with other activity instructors, senior citizens, and other interested parties in order to plan, develop, implement and evaluate a variety of classes, programs, and activities of interest to senior citizens in areas related to arts, performing arts and crafts. This includes recruitment of instructors and volunteers, scheduling events and activities; facilitating instruction; arranging for equipment, supplies, and facilities. The position also includes evaluating program effectiveness and participation. Employee in this class is under the direct supervision of the assistant director and the general supervision of the director.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assists with monthly newsletter planning, preparation, and distribution;
- Assists in promotion of community involvement and participation;
- Responsible for the set up and break down of furniture and accessories required for program events;
- Assists in decorating and the preparation of holiday displays;
- Responsible for the development of card games, board games, musical activities, craft activities and speakers;
- Drives Center van as needed for trips;
- Attends trips with seniors as needed in coordination with Program Director;
- Assists in interaction with senior center participants to help determine needs and keep participants aware of services available through the Center;
- Must demonstrate respect and understanding with center participants and other visitors at all times;
- Responsible for ongoing recruitment and maintenance of volunteers that include senior center members and the community;
- Recruits and coordinates seniors for the RSVP Volunteer Program;
- Responsible for maintaining the Retired Senior Volunteer Program (RSVP) database and record keeping;
- Maintains communication and encourages positive reinforcement of volunteers'
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: General knowledge of the overall coordination of arts and crafts activities. Ability to plan for adequate staffing of all these activities by qualified volunteer personnel; ability to inform the staff involved about the rules and procedures to be observed; ability to plan and execute a well-rounded program of center activities; ability to develop and maintain effective working relationships with co-workers, and

to promote and maintain high morale and enthusiasm; willingness and ability to deal courteously and patiently with senior citizens. Willingness and ability to follow and perform assigned instructions and tasks; ability to properly and safely operate senior center vehicles.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED; a minimum of two years experience in the arts and in program activity work; or any equivalent combination of experience and training/certifications. Possession of a valid Class F, For-Hire, driver's license issued by the State of Tennessee and ability to pass the Town of Jonesborough Senior Center vehicle driving course. Must possess current CPR and First Aid certification.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task is essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Sensory Requirements: Task requires visual perception and discrimination. Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 2
Non-Exempt
March 01, 2017 (Revised)