



JOB POSTING

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| Job Title: | Senior Center Coordinator Jefferson Senior Center | Supervisor: | Jessica Perez |
| Deadline to Apply: | May 16, 2024 | Date Work Begins: | Immediately |
| FLSA: | Non-exempt | Full-time: | 30 hours per week |
| Hourly rate of Pay: | \$16.00 | | |

Summary: The Coordinator is responsible for the management of the Senior Center and the day-to-day operations of the center according to JCOA Senior Center Guidelines.

Essential Duties and Responsibilities:

- Adhere to all JCOA policies and procedures.
- Plan education, health and social programs for the senior center and coordinate these activities with the applicable Transportation and Nutrition Departments.
- Electronically develop and print monthly activity calendar and newsletter. Update center calendar on JCOA website as needed.
- Supervise clerk and, if applicable, the center custodian.
- Make sure clerk is trained with all day-to-day duties/functions/responsibilities of Coordinator.
- Inform supervisor when office supplies are needed.
- Help recruit, train and supervise volunteers to create an efficiently run center.
- Maintain systems to insure that all records and reports are kept accurately and are reported timely electronically.
- Assist the Main Office staff in coordinating and planning annual meeting and recruit participants in your center to attend. **IT IS MANDATORY THAT COORDINATORS ATTEND THE JCOA ANNUAL MEETING.**
- Maintain up-to-date First Aid Kit.
- Coordinate the Energy Assistance and other programs as scheduled.
- Report all necessary incidents by completing necessary JCOA Incident Report Forms and by advising supervisor. All incidents/accidents involving staff, seniors, or the public that occur at the center must be reported promptly.
- Maintain accurate membership records.
- Conduct fundraising activities to support the center and JCOA.
- Maintain client confidentiality.
- Attend training, staff meetings and seminars as required by supervisor.
- Make sure the facility is kept clean and safe.
- Assist Site Manager if needed

Qualifications:

- Minimum of two years' experience planning/conducting group activities preferred.
- Calm temperament that displays sensitivity and a concern for the physical and emotional characteristics of senior citizens.
- Ability to work with peers, subordinates and general public in a professional manner.
- Ability to secure and work with volunteers.
- Must be able to pass background check prior to employment and annually thereafter.
- Valid driver's license and reliable transportation. Proof of automobile insurance must be furnished to JCOA. A defensive driver's course must be completed when scheduled by JCOA.

Supervisory Responsibilities:

The Coordinator is responsible for supervising the Clerk and Custodian.

Education and/or Experience:

High School graduate or equivalent.

Allowable Substitutions:

Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be substituted for required years of experience.

Computer Skills:

Working knowledge of computers and Microsoft Office programs.

Work Environment:

The physical demands and work environment characteristics described 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.

- Must be physically able to stand, walk, bend and do heavy lifting from 15 to 40 pounds.
- ***Jefferson Council on Aging Inc. believes that each employee makes a significant contribution to the success of the organization, and that contributions should not be limited by assigned responsibilities. Therefore, this job description is designed to outline essential functions, duties and qualifications, but not limit the incumbent to just the work identified. Each employee is expected to offer his/her talents, expertise, and services when necessary to ensure the achievement of this organization's goals.***