



**Job Title:** Adult Day Care Activity Coordinator  
**Department/Div:** Neighborhood and Community Services  
**Reports to:** Community Service Manager  
**Supervises:** None  
**Pay:** \$16.90

**FLSA:** Non-Exempt  
**EEO-4 Code:** PARA  
**Date:** 04/2024

#### JOB SUMMARY

This position is responsible for the coordination of programs and activities for adult day care clients.

#### MAJOR DUTIES

1. Unlocks facilities and prepares for daily activities.
2. Assists clients on and off buses.
3. Ensures a safe and well-monitored environment.
4. Coordinates breakfast and lunch for clients; monitors clients while eating.
5. Coordinates, plans, and implements activities daily.
6. Coordinates the cleaning of dining room before meals.
7. Assists in coordinating client transportation.
8. Prepares daily reports for client services.
9. Performs other duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge senior citizen program development and coordination principles.
2. Knowledge special safety precautions related to senior citizens.
3. Knowledge of computers and job-related software programs.
4. Knowledge of departmental policies and procedures.
5. Skill in the provision of customer services.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Community Services Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include the Older Americans Act, the Coastal Regional Commission training

manual, the city code, and department and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related program coordination duties. The unique needs of each client contribute to the complexity of the position.
- The purpose of this position is to provide support for adult day care programs. Success in this position contributes the health and safety of clients.

#### **CONTACTS**

- Contacts are typically with co-workers, clients, volunteers, caregivers, physical therapists, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while standing or walking. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a senior center. The employee may be exposed to contagious or infectious diseases. Work may require the use of protective devices such as masks, goggles, gloves, etc.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent required.
- More than two years of related experience required.

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