



Job Title: Senior Programs Coordinator
Department/Div: Neighborhood and Community Services
Reports to: Community Service Manager
Supervises: Activity Coordinator
Pay: \$17.23

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

JOB SUMMARY

This position is responsible for the development and coordination of Senior Center programs.

MAJOR DUTIES

1. Monitors clients at the senior center to ensure safety.
2. Assists in planning, developing, and organizing daily activities.
3. Assists in identifying client needs.
4. Designs and implements programs.
5. Determines client eligibility for services.
6. Registers and/or discharges clients.
7. Plans for and coordinates daily activities.
8. Assists clients to and from vehicles, chairs, restrooms, etc.
9. Arranges client transportation to and from center.
10. Maintains awareness of available community resources that might meet the needs of clients.
11. Prepares monthly financial reports.
12. Maintains client records, reports, and medical charts.
13. Receives and counts donations.
14. Recruits speakers for special events and programs; recruits volunteers to assist with meals.
15. Answers telephone and greets visitors; provides information and assistance.
16. Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of senior citizen program development and coordination principles.
2. Knowledge of 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 Senior Center programs. Success in this position contributes to provision of quality program that meet the needs of area seniors.

CONTACTS

- Contacts are typically with co-workers, clients, volunteers, 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 objects.
- The work is typically performed in a senior center.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned personnel within an area, department, or unit. Functional supervision typically involves the ability to assign, coordinate, and review quality and quantity of work of other employees.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required.
- More than two years of related experience required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.