



Position Description

Job Title	Senior Center Coordinator
Department	Parks and Recreation
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This is an administrative position involving the planning and coordination of all Senior Center activities. The Senior Center Coordinator works under the general direction of the Director of Parks and Recreation, but exercises considerable discretion and independent judgment in the daily operations of the Center, within the limits defined by Department guidelines.

Supervision

Received	Director of Parks and Recreation
Exercised	Supervises part time employees/instructors and volunteers in the Senior Center.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Schedules and markets various Senior Center activities, such as health fairs, educational events, social activities, exercise classes and other activities of interest and benefit to the City's senior citizens.
- Plans and provides direct leadership for the Center's daily activities, events and programs, including all preparation, coordination, setup and cleanup.
- Responds to requests for information from the community regarding Senior Center activities and senior-related topics.
- Leads instructional classes for Senior citizens and coordinates other leaders and speakers for Senior classes.
- Prepares reports regarding Center activities for the City Council and City administration.

- Assists part-time staff members with preparing the monthly newsletter, sending notes of appreciation and other correspondence, and grant writing.
- Participates and represents the Center in various coalitions and committees, such as Senior Director meetings, THRIVE Coalition, Wisconsin Association of Senior Centers, County Transportation Committee for Aging, AARP, ADRC, Caregivers Coalition, ACHIEVE and various other educational seminars and conferences; may require public speaking and presentations to various community organizations on behalf of the Center.
- Oversees the Senior Center budget and manages activities within the allocated dollars by coordinating and enforcing instructor hours, setting and collecting membership and program fees, and controlling spending on supplies and other materials.
- Conducts fundraising events to supplement the Center's budget, and writes grants for short and long term opportunities to meet the Center's goals; maintains paperwork and financial records on all such activities and deposits monies received into appropriate accounts.
- Works with various community organizations to locate and coordinate speakers, program providers, financial support, donations and other service opportunities; serves on various organization boards including the Senior Center Advisory Board.
- Recruits volunteers from various sources in the community, including non-profit organizations, businesses, schools, etc., and trains the volunteers for the specific programs or jobs; maintains volunteer lists and hours; provides support as necessary to the volunteers; hosts appreciation dinners, picnics or other events; writes and maintains accurate job descriptions for volunteer positions.
- Schedules and oversees staff members; provides training and support as necessary; conducts monthly staff meetings or more regular as needed to assess needs and improvements for Center activities and programs; promotes a positive environment for employees, volunteers and program participants.
- Maintains records of program participation; evaluates success of programs and needs for improvement.
- Assists in providing coverage, as requested, for the Parks and Recreation Department.
- Stays informed on current trends within the field through Wisconsin Association of Senior Centers (WASC) and Wisconsin Parks and Recreation Association (WPRA).

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school and an associate's degree from an accredited college or university in gerontology, social work, physical therapy, occupational therapy, recreational therapy or a related field preferred, plus at least 1 year of related experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- Principles and practices of senior center management.
- The Department's policies, rules, regulations and functions.
- The use of computers and various software programs.
- Business English, including grammar, punctuation and spelling.

Ability to

- Relate to and work well with people; particularly senior citizens.

	<ul style="list-style-type: none"> • Establish and maintain effective working relationships. • Work independently with minimal guidance from supervisors. • Prioritize workload and meet deadlines. • Perform basic math skills.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Promoting a positive environment for program participants, employees and volunteers. • Interpersonal relations.

Necessary Special Requirements

Valid Wisconsin driver's license; ability to pass a criminal and financial background check; Certified CPR and First Aid.

Physical Demands

The physical demands described here 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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to sit, stand, talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.