

# TOWN OF EAST WINDSOR

## JOB DESCRIPTION

DEPARTMENT: SENIOR CENTER

TITLE: PART- TIME SENIOR CENTER PROGRAM COORDINATOR

### POSITION GOAL:

This position's purpose is to develop, promote, initiate, participate and supervise and otherwise conduct a broad range of group and individual activities and services to respond to the diverse needs and interests of older adults.

### PRIMARY DUTIES:

Develop, plan, promote, enlist participation and actively participate when needed in a broad range of group and individual activities and services for older adults within the East Windsor Senior Center and at other approved and appropriate off-site locations.

Provide appropriate set up and break down required for programs.

Establish and coordinate monthly calendars and off-site activities with the Transportation Coordinator and the Part-Time Clerical Assistant.

Research and apply for appropriate grants.

Assist with publicizing programs and activities by utilizing appropriate methods and media.

Assist the Nutrition Coordinator with congregate lunchtime as needed.

Assist with home-delivered meals when a volunteer is not available.

Assist with scheduling for the elderly and disabled transportation program.

Performs related tasks and duties as necessary and/or requested which includes answering the telephones and responding to senior inquires.

Work as a Team Member with all Senior Center staff and the Department of Park and Recreation.

Program Coordinator's hours and schedule are very flexible to meet the needs of the center and the seniors

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### ADDITIONAL DUTIES:

The above describes the most significant duties performed and are not to be considered a detailed description of every duty that is required of the position.

Other Senior Center related duties may be assigned.

### SUPERVISED BY:

The Program Coordinator will receive oral and/or written direction from the Director of Human Services and reports directly to the Director of Human Services.

### QUALIFICATIONS PROFILE:

Associate Degree in Arts and Science with a minimum of two years related experience or a High School Diploma with a minimum of eight years related experience.

A good working relationship with older adults, handicapped individuals and the general public are important requirements, along with a compassionate understanding of the aging process and elderly needs.

Must be proficient in all of the Microsoft applications.

Must be mature, physically fit, be able to work independently, have the ability to establish daily priorities, to work under minimum supervision and must be extremely flexible to changes in work schedules.

### LICENSE AND CERTIFICATION:

Driver must have a valid Connecticut Motor Vehicle Operator's license.

CPR is recommended.

This is not a union position.